



**Ronald McDonald
House Charities®**
Bay Area

**Youth Program Associate (YPA)
Ronald McDonald House at Stanford, Palo Alto, CA
Position Description**

Reports To: Family Programs Coordinator

Two Open Positions:

- 1) Sunday- Tuesday 3:30 pm – 8:30 pm (15 hours)
- 2) Wednesday- Saturday 3:30 pm – 8:30 pm (20 hours)

Job Type: Part Time

Job Summary

Our Programs team is looking for passionate, versatile Youth Program Associates (YPA) to develop creative, participatory and safe programs for children and teens during their stay at our House in Palo Alto. Ideal candidates are in search of opportunities to apply child development knowledge and project management interests within a rapidly growing, family-centered environment. Moreover, they possess the imagination and motivation needed to build exciting new opportunities into our calendar of youth programs.

The facilitations of play and recreation provides substantial support for the overall wellbeing of families who call our House “home”. Thoughtful, engaging youth activities offer a welcome distraction from time spent at the hospital and allows for a sense of normalcy when far from home. For parents, youth programs offer space and time for rest and reflection. YPAs are vital collaborators in the behind-the-scenes and on-the-ground efforts to make these moments possible.

YPAs train and supervise program support volunteers and interface with community partners in the design and execution of daily youth activities across our expanding campus and are principle supporters for our summer and winter break day camp programs.

Providing a comfortable, supportive community for parents and children in times of crises is central to our mission. As such, YPAs must possess demonstrated interpersonal skills and the ability to maintain professional, compassionate, direct engagement with our guests at all times.

YPAs report to the Family Programs Coordinator, supporting overall operations for our House.

All Programs team members are required to work some holidays. All employees of Ronald McDonald House Charities Bay Area must submit to a background check to ensure the safety of House families, staff and volunteers.

Duties and Responsibilities:

- Develop and implement engaging programs to enhance a sense of community, support, and recreation for youth staying at the House

- Develop and implement appropriate policies, procedures and guidelines to achieve a safe and enjoyable experience for all participants including infection control, security, emergency response and healthy boundaries (training is provided on-site)
- Manage all aspects of volunteer support for designated activity rooms including supervision, on boarding and training.
- Support planning and preparation for summer and winter break camp programs.
- Manage relevant supply inventory and budget lines
- Coordinate via phone and/or email with community volunteer groups to plan their visits, and promote such visits to our families at the House
- Ensure all youth activity rooms are clean, safe and orderly at all times
- Track program impact statistics for annual report
- Other duties as assigned.

Qualifications and Prerequisites:

Education:

- B.A. in Early Childhood Education or equivalent preferred, undergraduate students welcome to apply
- Bilingual (English/Spanish) preferred
- Proficiency in Microsoft software such as Word, Excel, PowerPoint and Outlook.

Prior Work Experience:

- Experience working with children & families
- Experience developing and executing youth-focused programs
- Experience interacting with people from diverse cultural and socioeconomic backgrounds
- Demonstrated ability to interface comfortably and professionally with members of the public and staff.

Technical Knowledge Required:

- Computer literate with MS Office suite of products on PC.

Other:

- Highly customer service oriented with enthusiasm and good sense of humor
- Excellent organizational and problem solving skills
- Strong attention to detail
- Well-developed oral and written communication skills with the ability to interact effectively with all levels of the organization
- Maintains confidentiality of House families and related reports and documentation
- Ability to work in a semi-medical environment with children being treated with life-threatening illnesses and their families
- Interest in and/or understanding of the nonprofit community
- Valid CA driver's license
- Must be able to lift 25 pounds.

Please send your cover letter and resume as attachments in MS Word or PDF format only to Uriel Valencia at uriel.valencia@rmhcbayarea.org. In the subject line of the email, please list your last name and the position title.