



YMCA EMPLOYEE TRAINING PATHWAYS

A project of the Y-USA Service Delivery System



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FOREWARD

In December 2021, the NJ HR Task Force submitted a service delivery request in support of creating onboarding pathways for new Y staff, primarily focused on part-time staff. The goal of this project was to identify opportunities to support team leaders in creating a quality onboarding experience for new staff while recognizing all of the other demands on the time of both the team leaders and the new employees. Specifically, this project sought to leverage *already-existing* assets in the Learning and Career Development Center. As the creators of this Pathways guide, we want to note the following:

1. These Pathways serve as *recommendations* rather than requirements.
2. To create these Pathways, we looked *only* at eLearnings currently available in LCDC as well as a couple of outside sources.
3. You will notice an absence of content in certain areas, such as Aquatics. This is due to the fact that most Aquatic trainings are instructor-led (rather than eLearnings) and require an in-water component.
4. These Pathways are meant to be used with the support of the supervisor. Keeping in mind the [70-20-10 learning model](#), it is expected that these trainings will be a part of an onboarding process that also includes on-the-job training and coaching from the supervisor.

We hope that the enclosed Training Pathways help you supplement your existing onboarding experience or act as a first step in creating a more intentional onboarding experience for your new staff!

EMPLOYEE TRAINING PATHWAY: CHILDCARE – EARLY LEARNING



Cost for General Requirements: \$20
Cost for Early Learning Requirements: \$40
Total Cost: \$60

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.
Course ID: YD109B
Time To complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c50f86q>
- **Introduction to the Y's Cause and Culture:** Nurturing a Movement with unlimited potential to do good is a big responsibility, which is why intentionally fostering a cause-centered culture and investing in our people are so important. The Introduction to the Y's Cause and Culture is a foundational course that introduces staff and volunteers to the Y's cause and various aspects of our culture.
Course ID: MB104B
Time to Complete: 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

Updated 3/2023

- Y's Way to Service and Engagement:** This course is a collection of videos about the Y's service and engagement principles of welcome, connect, support and invite. The videos are grouped into four categories: Membership, Healthy Living, Youth Development and Staff to Staff. Staff are encouraged to watch the videos that most closely align to their roles, along with the Staff to Staff videos. Supervisors are encouraged to take the Orientation to the Supervisor's Toolkit for Service and Engagement to learn about ways they can support their staff with demonstrating these principles.

Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
- Orientation to Diversity, Inclusion & Global (Online Learning):** The Y is a diverse and inclusive organization. The Orientation to Diversity, Inclusion & Global course introduces key concepts related to how we define diversity, inclusion, and being globally-minded in the Y. During the course, students are encouraged to examine their personal experiences and perspectives and explore ways to further their development to be more inclusive and globally-minded leaders.

Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills. Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

CHILDCARE-EARLY LEARNING REQUIREMENTS

DHS Division of Family Development: Staff working in Childcare Centers in the state of New Jersey must complete additional required trainings in order to comply with NJ childcare grants, as well as a Center's star ratings.

NJ Required Trainings: <https://www.childcarenj.gov/Providers/Training>

CHILDCARE-EARLY LEARNING OPTIONS

Three Keys to Successful Family Engagement: Through the self-paced exploration of a virtual YMCA, participants learn about the opportunity and responsibility of all Y staff—no matter their role or area of focus—to engage families in the Y. Participants are introduced to three key skills for engaging families that will make them more aware of engagement opportunities, help them listen to the wants and needs of families, and then finally tailor their interactions to those wants and needs. When all staff understand and develop their family engagement skills, the result is more involved and more satisfied Y families.

Course ID: FM100B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Prerequisites: [Foundations of Listen First](#)

Link to Register: <https://lcdc.yexchange.org/s/c41d17k>

Introduction to Character Development: Character development is a key element of youth development at the Y. In this 30-minute eLearning you will explore what character development is in the context of your youth programs, identify how your role supports character development, and locate the tools and resources available to you to help you on your character journey. Learners will be introduced to the five adult practice areas (emotion management, empathy, personal development, relationship building, and responsibility) and shown how they can help develop those skills in youth through their role at the Y.

Course ID: YT155B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c62r59j>

Principles of Youth Development: This course is intended to provide a basic overview of the Y's approach to youth development and our rich history with this work. This course will also challenge participants to think critically about how they can personally make a deeper impact on the lives of youth.

Team leaders, please download the [Youth Development Discussion Guide](#). Use this discussion guide post-training with staff to ensure that they have had ample opportunity to learn new skills.

Course ID: YT101B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c07u32z>

Youth Affirmations: Distinguishing Between Praise and Encouragement: This short eLearning is intended to empower Y staff to acknowledge children and youth through specific observations and appreciations of their efforts and accomplishments.

Course ID: YT110B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c71e38b>

Youth Choice: Overcoming Barriers: This short eLearning is intended to empower Y staff to provide opportunities for children and youth to lead, problem solve, and be decision makers through youth voice and choice.

Course ID: YT111B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c61u94q>

Youth Reflection: Asking Open-Ended Questions: This short eLearning is intended to empower Y staff to facilitate daily discussion opportunities for children and youth to reflect on and respond to their experiences.

Course ID: YT112B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c73s50e>

Healthy Me Activities: *Healthy Me Activities Guide* aim to improve knowledge and practice of healthy behaviors among youth, staff and families of YMCA early learning programs. The materials focus on four areas that are linked to improvement in health behaviors: nutrition, physical activity, alternatives to screen time, and other healthy habits, such as water consumption, sleep, and dental health. Each 20-30 minute activity is designed to be delivered in areas typically found in an early learning center (e.g., arts/crafts, active play, story time, circle/community time). The materials include a family newsletter for families at the end of each week during the 12- or 16-week curriculum delivery to educate the household members on the practice of healthier behavior activities that occurred earlier in the week.

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Course ID: YT120B

Time to Complete: 2 Hours

Credits Earned: 2

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c95k06k>

Engaging with Youth Ages 5-9: This course provides information on the characteristics and developmental benchmarks of youth, emphasizing age-appropriate programming of children ages 5-9. Competencies developed in this course include applying basic child developmental principles and philosophies; developing positive relationships with children; planning; respecting and honoring cultural and human diversity; involving and empowering youth; interacting and relating to youth in ways that support asset building; keeping kids safe in YMCA programs; supporting and working with families; working as part of a team; and being a positive role model. The course does not cover activities for specific YMCA programs. That information is provided in the appropriate instructor- or director-level course (e.g., Early Care & Learning Faculty, School Age Child Care Director).

Course ID: CC264B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Link to Register: <https://lcdc.yexchange.org/s/c03v72k>

Principles of Early Learning & Afterschool: This course is an introduction and basic orientation to YMCA goals, objectives and the unique components of YMCA childcare programs. The training covers YMCA program history and philosophy; an overview of Living Our Cause; YMCA childcare facts; Healthy Eating and Physical Activity Standards; and the Training & Leadership Development Competency Model. This course is designed for staff members new to the YMCA, even though they may have had considerable child care experience in another setting.

Course ID: CC101B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c85z60w>

CAMP SAFETY SERIES AUTHORED BY REDWOODS

Aquatic Safety at the Pool (Authored by Redwoods): Pool time does not mean break time for camp staff. In this training, we'll highlight the counselor's responsibility while at the pool, and how to be actively engaged with their campers at all times. We'll also review the importance of protecting vulnerable campers. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP102B

Time to Complete: 10 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c06v33y>

Aquatic Safety at the Pool (Authored by Redwoods): Bringing kids to the waterfront is not break time for counselors. In this training, we'll train camp staff how to be proactive, present and actively engaged with campers in natural bodies of water. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP103B

Time to Complete: 10 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c54t83s>

Behavior Management at Camp (Authored by Redwoods): Camp can be stressful for some children. This stress can manifest into many different behaviors. In this training, we'll train staff on how to be proactive in order to create a culture where campers know and follow the expectations. And if a child does act inappropriately, we'll review how to effectively respond. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP104B

Time to Complete: 15 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c39m58z>

Bullying Prevention at Camp (Authored by Redwoods): Bullying can ruin the camp experience for a child. In this training, we'll train staff on how to identify bullying behavior versus normal peer conflict, how to prevent bullying at their camp, and if bullying does happen, how to respond appropriately. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP105B

Time to Complete: 10 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c68g13l>

Child Sexual Abuse Prevention at Camp (Authored by Redwoods): In this training, we'll train staff on the warning signs of child sexual abuse and how they can prevent this from happening at their camp. We'll focus on the importance of immediately reporting these warning signs and rule-breaking. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP106B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c10s45g>

Day Camp Supervision (Authored by Redwoods): Camp staff are expected to do more than supervise—they're expected to be actively engaged with their campers at all times. This training will review how to actively engage campers, the importance of taking charge, and how to create rules & routines. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP107B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c75n40s>

Field Trips & Off-Site Travel Safety (Authored by Redwoods): Field trips are exciting for campers and for staff. Although they are fun, safety is still the number one priority. In this training, we'll train staff how to plan ahead before a trip, and how to actively engage campers while on the trip. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP108B

Time to Complete: 10 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c94j58l>

Peer-to-Peer Sexual Abuse Prevention at Camp (Authored by Redwoods): Peer-to-peer abuse happens at camp. In this training, we'll train staff on the elements of peer-to-peer abuse and how to prevent this from happening at their camp. And if it does happen, we'll review the appropriate way to respond. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP109B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24j92v>

Playground Safety & Programming at Camp (Authored by Redwoods): Playgrounds are fun for campers. Because of the unstructured nature of playgrounds, it's important for staff to be actively engaged with their campers. In this training, we'll train staff on how to prepare for the playground, how to set expectations and specifically, what the role of the counselor is when on the playground. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP110B

Time to Complete: 10 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c17u58f>

Resident Camp Supervision (Authored by Redwoods): Camp staff are expected to do more than supervise—they're expected to be actively engaged with their campers at all times. This training will review how to actively engage campers, the importance of taking charge, and how to create rules & routines. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP111B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c16u31p>

Transportation Safety at Camp (Authored by Redwoods): In this training, we'll train staff on how to plan ahead before a trip, how to engage with their campers while on the vehicle, and proper protocols for exiting the vehicle. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP112B

Time to Complete: 10 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c53j06b>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: CHILDCARE – SCHOOL AGE



Cost for General Requirements: \$20
Cost for Childcare Requirements: \$70

Total Cost: \$90

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.
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Credits Earned: 0.5

Cost: \$10

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Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

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Time to Complete: 1 Hour

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Cost: \$10

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Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

Updated 3/2023

CHILDCARE-SCHOOL AGE REQUIREMENTS

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Course ID: CP102B

Time to Complete: 10 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c06v33y>

Aquatic Safety at the Pool (Authored by Redwoods): Bringing kids to the waterfront is not break time for counselors. In this training, we'll train camp staff how to be proactive, present and actively engaged with campers in natural bodies of water. You'll hear from camp staff on how to apply this guidance at your camp.

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Time to Complete: 10 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c54t83s>

Behavior Management at Camp (Authored by Redwoods): Camp can be stressful for some children. This stress can manifest into many different behaviors. In this training, we'll train staff on how to be proactive in order to create a culture where campers know and follow the expectations. And if a child does act inappropriately, we'll review how to effectively respond. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP104B

Time to Complete: 15 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c39m58z>

Bullying Prevention at Camp (Authored by Redwoods): Bullying can ruin the camp experience for a child. In this training, we'll train staff on how to identify bullying behavior versus normal peer conflict, how to prevent bullying at their camp, and if bullying does happen, how to respond appropriately. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP105B

Time to Complete: 10 minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c68g13l>

Child Sexual Abuse Prevention at Camp (Authored by Redwoods): In this training, we'll train staff on the warning signs of child sexual abuse and how they can prevent this from happening at their camp. We'll focus on the importance of immediately reporting these warning signs and rule-breaking. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP106B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c10s45g>

Day Camp Supervision (Authored by Redwoods): Camp staff are expected to do more than supervise—they're expected to be actively engaged with their campers at all times. This training will review how to actively engage campers, the importance of taking charge, and how to create rules & routines. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP107B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c75n40s>

Field Trips & Off-Site Travel Safety (Authored by Redwoods): Field trips are exciting for campers and for staff. Although they are fun, safety is still the number one priority. In this training, we'll train staff how to plan ahead before a trip, and how to actively engage campers while on the trip. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP108B

Time to Complete: 10 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c94j58l>

Peer-to-Peer Sexual Abuse Prevention at Camp (Authored by Redwoods): Peer-to-peer abuse happens at camp. In this training, we'll train staff on the elements of peer-to-peer abuse and how to prevent this from happening at their camp. And if it does happen, we'll review the appropriate way to respond. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP109B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24j92v>

Playground Safety & Programming at Camp (Authored by Redwoods): Playgrounds are fun for campers. Because of the unstructured nature of playgrounds, it's important for staff to be actively engaged with their campers. In this training, we'll train staff on how to prepare for the playground, how to set expectations and specifically, what the role of the counselor is when on the playground. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP110B

Time to Complete: 10 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c17u58f>

Resident Camp Supervision (Authored by Redwoods): Camp staff are expected to do more than supervise—they're expected to be actively engaged with their campers at all times. This training will review how to actively engage campers, the importance of taking charge, and how to create rules & routines. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP111B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c16u31p>

Transportation Safety at Camp (Authored by Redwoods): In this training, we'll train staff on how to plan ahead before a trip, how to engage with their campers while on the vehicle, and proper protocols for exiting the vehicle. You'll hear from camp staff on how to apply this guidance at your camp.

Course ID: CP112B

Time to Complete: 10 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c53j06b>

CHILDCARE-SCHOOL AGE OPTIONS

Engaging with Youth Ages 5-9: This course provides information on the characteristics and developmental benchmarks of youth, emphasizing age-appropriate programming of children ages 5-9. Competencies developed in this course include applying basic child developmental principles and philosophies; developing positive relationships with children; planning; respecting and honoring cultural and human diversity; involving and empowering youth; interacting and relating to youth in ways that support asset building; keeping kids safe in YMCA programs; supporting and working with families; working as part of a team; and being a positive role model. The course does not cover activities for specific YMCA programs. That information is provided in the appropriate instructor- or director-level course (e.g., Early Care & Learning Faculty, School Age Child Care Director).

Course ID: CC264B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Link to Register: <https://lcdc.yexchange.org/s/c03v72k>

Engaging with Youth Ages 9-12: This course provides information on the characteristics and developmental benchmarks of youth, emphasizing age-appropriate programming of youth ages 9-12. Competencies developed in this course include applying basic child developmental principles; developing positive relationships with youth; planning; respecting and honoring cultural and human diversity; involving and empowering youth; interacting and relating to youth in ways that support asset building; understanding motivation and behavior; supporting and working with families; working as part of a team; and being a positive role model. The course does not cover activities for specific YMCA programs. That information is provided in the appropriate instructor- or director-level course (e.g., Day Camp Director, Gymnastics Instructor).

Course ID: CC265B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Link to Register: <https://lcdc.yexchange.org/s/c31e35g>

Healthy Me Activities: *Healthy Me Activities Guide* aim to improve knowledge and practice of healthy behaviors among youth, staff and families of YMCA early learning programs. The materials focus on four areas that are linked to improvement in health behaviors: nutrition, physical activity, alternatives to screen time, and other healthy habits, such as water consumption, sleep, and dental health. Each 20-30 minute activity is designed to be delivered in areas typically found in an early learning center (e.g., arts/crafts, active play, story time, circle/community time). The materials include a family newsletter for families at the end of each week during the 12- or 16-week curriculum delivery to educate the household members on the practice of healthier behavior activities that occurred earlier in the week.

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Course ID: YT120B

Time to Complete: 2 Hours

Credits Earned: 2

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c95k06k>

Updated 3/2023

Introduction to Character Development: Character development is a key element of youth development at the Y. In this 30-minute eLearning you will explore what character development is in the context of your youth programs, identify how your role supports character development, and locate the tools and resources available to you to help you on your character journey. Learners will be introduced to the five adult practice areas (emotion management, empathy, personal development, relationship building, and responsibility) and shown how they can help develop those skills in youth through their role at the Y.

Course ID: YT155B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c62r59j>

Principles of Early Learning & Afterschool: This course is an introduction and basic orientation to YMCA goals, objectives and the unique components of YMCA childcare programs. The training covers YMCA program history and philosophy; an overview of Living Our Cause; YMCA childcare facts; Healthy Eating and Physical Activity Standards; and the Training & Leadership Development Competency Model. This course is designed for staff members new to the YMCA, even though they may have had considerable child care experience in another setting.

Course ID: CC101B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c85z60w>

Principles of Youth Development: This course is intended to provide a basic overview of the Y's approach to youth development and our rich history with this work. This course will also challenge participants to think critically about how they can personally make a deeper impact on the lives of youth.

Team leaders, please download the [Youth Development Discussion Guide](#). Use this discussion guide post-training with staff to ensure that they have had ample opportunity to learn new skills.

Course ID: YT101B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c07u32z>

The Afterschool Program 9 Components: This course introduces the nine essential program components that make up the Y's Afterschool Programs. The researched-based components provide the framework for balanced afterschool programs that lead to better academic and social/emotional outcomes for youth in low-income communities.

This course is designed for all staff working and/or supporting Afterschool Programs: site directors, site director supervisors, school liaisons, group leaders, and other Y staff.

Course ID: YT116B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c38b83s>

Three Keys to Successful Family Engagement: Through the self-paced exploration of a virtual YMCA, participants learn about the opportunity and responsibility of all Y staff—no matter their role or area of focus—to engage families in the Y. Participants are introduced to three key skills for engaging families that will make them more aware of engagement opportunities, help them listen to the wants and needs of families, and then finally tailor their interactions to those wants and needs. When all staff understand and develop their family engagement skills, the result is more involved and more satisfied Y families.

Course ID: FM100B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Prerequisites: [Foundations of Listen First](#)

Link to Register: <https://lcdc.yexchange.org/s/c41d17k>

Youth Affirmations: Distinguishing Between Praise and Encouragement: This short eLearning is intended to empower Y staff to acknowledge children and youth through specific observations and appreciations of their efforts and accomplishments.

Course ID: YT110B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c71e38b>

Youth Choice: Overcoming Barriers: This short eLearning is intended to empower Y staff to provide opportunities for children and youth to lead, problem solve, and be decision makers through youth voice and choice.

Course ID: YT111B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c61u94q>

Youth Reflection: Asking Open-Ended Questions: This short eLearning is intended to empower Y staff to facilitate daily discussion opportunities for children and youth to reflect on and respond to their experiences.

Course ID: YT112B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c73s50e>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: MARKETING



Cost for General Requirements: \$20

Cost for Marketing Requirements: \$10

Total Cost: \$30

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.

Course ID: YD109B

Time To complete: 30 minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c50f86q>

- **Introduction to the Y's Cause and Culture:** Nurturing a Movement with unlimited potential to do good is a big responsibility, which is why intentionally fostering a cause-centered culture and investing in our people are so important. The Introduction to the Y's Cause and Culture is a foundational course that introduces staff and volunteers to the Y's cause and various aspects of our culture.

Course ID: MB104B

Time to Complete: 20 minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

- Y's Way to Service and Engagement:** This course is a collection of videos about the Y's service and engagement principles of welcome, connect, support and invite. The videos are grouped into four categories: Membership, Healthy Living, Youth Development and Staff to Staff. Staff are encouraged to watch the videos that most closely align to their roles, along with the Staff to Staff videos. Supervisors are encouraged to take the Orientation to the Supervisor's Toolkit for Service and Engagement to learn about ways they can support their staff with demonstrating these principles.

Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
- Orientation to Diversity, Inclusion & Global (Online Learning):** The Y is a diverse and inclusive organization. The Orientation to Diversity, Inclusion & Global course introduces key concepts related to how we define diversity, inclusion, and being globally-minded in the Y. During the course, students are encouraged to examine their personal experiences and perspectives and explore ways to further their development to be more inclusive and globally-minded leaders.

Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills. Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

MARKETING REQUIREMENTS

The Y as a Charitable Organization: The YMCA is recognized by the IRS as a 501(c)(3) Charitable Organization. That designation has a value to us as well as a benefit to the communities we serve. Each person in the Y, from the CEO to the Lifeguards, to the front desk staff, to the Finance Department, and Board members should be able to, in their own words, identify the ways that we meet the IRS standards and requirements of a Charitable Organization.

Course ID: LC195B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c78b32d>

Getting Started with Our Brand: In this 30 minute introductory course to learning about our brand, you will learn how to do the following: Define and implement the meaning of the term brand. Recognize and explain the components of our brand. Explain and demonstrate how to use our brand voice in external communications. Show others how to effectively use the components of our brand. Locate resources that support proper usage of the brand including guidelines and components on the Brand Resource Center (BRC). Comprehend and implement all our graphic standards. Recognize and apply rules that support trademark protection. Interpret the responsibilities of serving as a brand liaison with Y-USA.

Course ID: LC150B

Time to Complete: 30 Minute

Credits Earned: 0.5

Cost: \$10

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c53m19y>

Advancing Equity: Key Concepts and Language: This video highlights common concepts, terms, and definitions used at Y-USA as we progress towards being an Anti-racist Multicultural Organization

Course ID: LC260B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c74j94j>

Anti-Racist Multicultural Organization Common Language Video: This video highlights common terms and definitions used at Y-USA as we progress towards being an Anti-racist Multicultural Organization.

Course ID: LC259B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c24r91f>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: MEMBERSHIP



Cost for General Requirements: \$20

Cost for Membership Requirements: \$0

Total Cost: \$20

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.

Course ID: YD109B

Time To complete: 30 minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c50f86q>

- **Introduction to the Y's Cause and Culture:** Nurturing a Movement with unlimited potential to do good is a big responsibility, which is why intentionally fostering a cause-centered culture and investing in our people are so important. The Introduction to the Y's Cause and Culture is a foundational course that introduces staff and volunteers to the Y's cause and various aspects of our culture.

Course ID: MB104B

Time to Complete: 20 minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

Updated 3/2023

- Y's Way to Service and Engagement:** This course is a collection of videos about the Y's service and engagement principles of welcome, connect, support and invite. The videos are grouped into four categories: Membership, Healthy Living, Youth Development and Staff to Staff. Staff are encouraged to watch the videos that most closely align to their roles, along with the Staff to Staff videos. Supervisors are encouraged to take the Orientation to the Supervisor's Toolkit for Service and Engagement to learn about ways they can support their staff with demonstrating these principles.

Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
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Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills. Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

MEMBERSHIP REQUIREMENTS

Checking In Nationwide Members: This instructional video shows how to check in nationwide members using the Nationwide Membership System.

Course ID: MB117B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c63n41p>

Ineligible for Check-In Card and Instructions for Nationwide Membership: This tool helps staff communicate appropriately when members are ineligible for Nationwide Membership.

Course ID: MB115B

Time to Complete: 0

Credits Earned: 0

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c57p05w>

Managing Lost Privileges for Nationwide Membership: This instructional video shows how to create and review lost privileges for Nationwide Membership using the Nationwide Membership System.

Course ID: MB118B

Time to Complete: 15 Minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c75a57b>

The Y as a Charitable Organization: The YMCA is recognized by the IRS as a 501(c)(3) Charitable Organization. That designation has a value to us as well as a benefit to the communities we serve. Each person in the Y, from the CEO to the Lifeguards, to the front desk staff, to the Finance Department, and Board members should be able to, in their own words, identify the ways that we meet the IRS standards and requirements of a Charitable Organization.

Course ID: LC195B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c78b32d>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: NEW SUPERVISOR



GENERAL REQUIREMENTS

Total Cost to Complete: \$20

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.

Course ID: YD109B

Time To complete: 30 minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c50f86q>

- **Introduction to the Y's Cause and Culture:** Nurturing a Movement with unlimited potential to do good is a big responsibility, which is why intentionally fostering a cause-centered culture and investing in our people are so important. The Introduction to the Y's Cause and Culture is a foundational course that introduces staff and volunteers to the Y's cause and various aspects of our culture.

Course ID: MB104B

Time to Complete: 20 minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

- Y's Way to Service and Engagement:** This course is a collection of videos about the Y's service and engagement principles of welcome, connect, support and invite. The videos are grouped into four categories: Membership, Healthy Living, Youth Development and Staff to Staff. Staff are encouraged to watch the videos that most closely align to their roles, along with the Staff to Staff videos. Supervisors are encouraged to take the Orientation to the Supervisor's Toolkit for Service and Engagement to learn about ways they can support their staff with demonstrating these principles.

Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
- Orientation to Diversity, Inclusion & Global (Online Learning):** The Y is a diverse and inclusive organization. The Orientation to Diversity, Inclusion & Global course introduces key concepts related to how we define diversity, inclusion, and being globally-minded in the Y. During the course, students are encouraged to examine their personal experiences and perspectives and explore ways to further their development to be more inclusive and globally-minded leaders.

Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills.

Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by

Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

Updated 3/2023

GENERAL SUPERVISOR REQUIREMENTS

Total Cost to Complete: \$40

Foundations of Emotional Intelligence: Self-Awareness: Do your emotions control you or are you in control of them? This primer is the foundation of Emotional Intelligence. A skill you can improve and utilize every day. "Emotional intelligence isn't a luxury you can dispense with in tough times. It's a basic tool that, deployed with finesse, is the key to professional success." Daniel Goleman, *Emotional Intelligence, Why it Can Matter More Than IQ*, 1995. Being able to define what Emotional Intelligence (EI) is, recognize how it fits into the YMCA Mission and Leadership model, and see the effects it can have on an individual is such a valuable tool on one's leadership journey.

Course ID: LC194B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c58x84m>

Hiring Cause-Driven Leaders: Building strong teams start with the hiring process. Developing competency-based job descriptions and asking the right interview questions are critical for identifying the best candidate for the job.

Use YMCA of the USA's (Y-USA) hiring resources, founded in the Leadership Competency Model 2.0, to lead an efficient hiring process and identify those with the competencies needed to succeed and thrive in the Y. The tools can help you: save time, implement a selection process that favors diversity, and identify transferable skills among candidates.

In these webinars, we will take a deep dive into the available hiring tools and hear from local Y leaders who have used the competency model to hire staff.

Course ID: LC198B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c05h56s>

Introduction to Leading Others: Interviewing Guide: The Leadership Competency Interview Guide eLearning is a companion to the Interview Guide and is designed to support hiring managers as they learn and practice the interview process outlined in the Guide. The course walks through each step and provides video clips modeling the interview technique.

Course ID: LC353B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Link to Register: <https://lcdc.yexchange.org/s/c62h33y>

Onboarding Cause-Driven Leaders: Intentional and thorough onboarding for new staff and volunteers can help increase job performance and satisfaction, as well as retention and commitment to the Y. YMCA of the USA offers a suite of onboarding tools—founded in the Leadership Competency Model (LCM) 2.0—that can help you welcome, connect and support the newest members of your Y family.

In these webinars, we'll take a deep dive into the recommended onboarding process and hear how local Y leaders intentionally create an environment that helps new staff feel welcomed, connected, supported, and invited into their career at the Y.

Course ID: LC199B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c29k50a>

Orientation to the Supervisor's Toolkit: Service and Engagement: Connecting people to the Y's cause takes intentional action by every staff member. This course introduces supervisors to the tools and resources that help them develop their staff around the Y's service and engagement principles of welcome, connect, support and invite. At the completion of this course, supervisors can download several resources that support them in helping their staff create the best Y experience every day in every interaction.

Course ID: MB124B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: [Introduction to the Y's Cause & Culture](#)

Link to Register: <https://lcdc.yexchange.org/s/c04j48x>

Supervisor Essentials: A Supervisor's Role in Conflict Management: As a leader in the Y, there will be times when conflict arises on your team. It is inevitable. Supervisors must learn how to navigate conflict, so that the work of the Y continues and our staff feel valued and respected.

A Supervisor's Role in Conflict Management eLearning is part of the YMCA Supervisor Essentials, a series of short online courses to help you develop as a supervisor. This course introduces the topic of conflict management and shares how managing conflict looks and sounds within the context of supervising others at the Y. This course offers practical steps and tips for managing conflict as well as suggestions to help staff further their learning.

Course ID: LC228B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c69s54b>

Supervisor Essentials: Giving Effective Feedback: Giving or receiving feedback is often associated with negative feelings and tied to what a person is doing wrong or what needs to be improved. However, when done correctly, and with the right intent, feedback can be a powerful tool to support an individual, team or group performance and impact.

The Giving Effective Feedback course is part of the YMCA Supervisor Essentials, a series of short online courses to help Y staff develop as supervisors. This course introduces the topic of giving feedback and shares how feedback looks and sounds within the context of supervising others at the Y. This course offers practical steps and tips for giving effective feedback as well as suggestions to help staff further their learning. This course takes 15 minutes to complete.

Course ID: LC227B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c07m74p>

Supervisor Essentials: Onboarding New Hires: Onboarding is a key part of the employee experience. At the Y, onboarding is the process of bringing new employees into our organization. Onboarding begins right after you have extended the job offer and can last for up to 12 months depending on the position. The onboarding period presents an opportunity to help your new staff member feel motivated, empowered, and enabled to perform well in their role.

The Onboarding New Hires course is part of the YMCA Supervisor Essentials, a series of short online courses to help Y staff develop as supervisors. This course introduces the topic of onboarding and shares how to welcome, connect, support, and invite new employees and volunteers to the Y. This course offers practical steps and tips for onboarding as well as suggestions to help staff further their training.

Course ID: LC286B

Time to Complete: 15 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c23w73j>

Supervisor Essentials: Performance Management: Performance management is a key part of successful employee supervision and development. At the Y, performance management is more than just a one-time performance review, it is having ongoing performance conversations to ensure a shared understanding of the expectations.

The Performance Management course is part of the YMCA Supervisor Essentials, a series of short online courses to help Y staff develop as supervisors. This course introduces the topic of performance management and shares how to purposefully manage performance in the context of supervising others at the Y. This course offers practical steps and tips for performance management as well as suggestions to help staff further their learning.

Course ID: LC283B

Time to Complete: 15 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c20l29w>

Supervisor Essentials: Preventing Microaggressions: Microaggressions are surprisingly common and may appear harmless, or even like a compliment, however they are forms of discrimination against members of a marginalized group. As a supervisor, you must be aware of and prevent microaggressions in the workplace to create a safe and welcoming environment for everyone.

Preventing Microaggressions is part of the YMCA Supervisor Essentials, a series of short online courses to help you develop as a supervisor. This course introduces the topic of microaggressions and shares how recognizing and addressing microaggressions may look and sound in the context of supervising others at the Y. This course offers practical steps and tips for preventing microaggressions as well as suggestions to help staff further their learning.

Course ID: LC265B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c28n13w>

Supervisor Tools to Build Effective Teams: Supervisors in the Y have the responsibility to hire, onboard, and develop their staff teams. The companions to the Cause-Driven Leadership Competency Model provide tools and resources to help transform program staff for more impactful work. This course introduces participants to the tools and resources available to help them lead their staff teams.

Course ID: LC170B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c59f99p>

The Basics of Program Management: With the help of a virtual mentor, participants explore how Y programs increase our ability to engage individuals in the Y's cause. The virtual mentor introduces participants to the key responsibilities of a program director before, during, and after a program season. Focus areas include program planning, delivery, and improvement, and topics range from program data collection to program staff supervision. Once participants have a baseline understanding of these key responsibilities, they are introduced to tips for improving efficiency, and they will determine the best steps for implementing these tips during the program season.

Course ID: LC141B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c85m70x>

DEPARTMENT-SPECIFIC SUPERVISOR SUGGESTIONS

MEMBERSHIP

Total Cost to Complete: \$0

Selecting Staff to Give Cause-Driven Tours: Resource sheet with recommendations and considerations for identifying staff to conduct tours. **Upon launching course, please download and save PDF to your local computer.**

Course ID: MB103B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c87b46s>

Cause-Driven Tour Quick Reference: Job aid with the key points and staff actions for giving a Cause-driven tour. **Upon launching the course, please download and save the PDF to your local computer.**

Course ID: MB109B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c96e55n>

Facilitator Training for the Cause-Driven Leader on Duty Workshop: This course is for local Y staff who will facilitate the Cause-Driven Leader on Duty Workshop. The course introduces workshop facilitators to the Cause-Driven Leader on Duty (CDLOD) shift, where staff serve as ambassadors of Y culture to build culture and engagement throughout the Y. The course introduces workshop facilitators to the tools and resources needed to teach others to serve as the Cause-Driven Leaders on Duty. At the end of this course, workshop facilitators can download the facilitator guide and PowerPoint presentation to facilitate the workshop.

Course ID: LC146B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: [Foundations of Listen First](#) and [Introduction to the Y's Cause & Culture](#)

Link to Register: <https://lcdc.yexchange.org/s/c66p15t>

Onboarding New Members to Maximize Retention: This course provides a guided tour through the New Member Onboarding toolkit and will help staff that are involved in the new member onboarding process understand their role and the impact it has on member retention. The toolkit can be downloaded at the completion of this course.

Course ID: MB126B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Prerequisites: [Foundations of Listen First](#) and [Introduction to the Y's Cause & Culture \(Online Learning\)](#)

Link to Register: <https://lcdc.yexchange.org/s/c84e93d>

AQUATICS

Total Cost to Complete: \$30

YMCA Lifeguard Supervisor v1.0: YMCA Lifeguard Supervisor eLearning is designed to help students build knowledge and develop confidence to prepare them to be a lifeguard supervisor. This person may or may not have a lifeguarding background and may manage seasonal or year-round aquatic operations. Additionally, it will help them develop competency to take the YMCA Lifeguard Supervisor Exam, which in conjunction with this eLearning, makes up the YMCA Lifeguard Supervisor certification. This course is divided into seven sections, covering all aspects of a lifeguard supervisors responsibilities and role. Included as a resource in the course, is the YMCA Lifeguard Supervisor Supplement, which includes content from the corresponding course sections, which may be used to prepare to take the YMCA Lifeguard Supervisor exam.

Course ID: AQ122B

Time to Complete: 2 Hours

Credits Earned: 2

Cost: \$30

Link to Register: <https://lcdc.yexchange.org/s/c82f56z>

CHILDCARE/TEENS

Total Cost to Complete: \$50

Advancing Afterschool: This course is intended to help afterschool program directors focus more intentionally on fostering achievement, relationships, and belonging in the youth in their programs. Through this course, directors will be challenged to think critically about enhancing their program schedules, making program improvements based on the Afterschool Self-assessment, implementing new tools, and maintaining high-quality staff using the Youth Development Competency Companion.

Course ID: YT117B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c60a02e>

Introduction to the 5 Pillars: Want to learn the “secret ingredients” every teen needs to thrive? Complete the 5 Pillars for Teen Programs eLearning and learn how to implement them in your Middle School and High School programs! This eLearning will help you implement and strengthen your existing teen programs. You will also learn how activities within the 5 Pillars framework help youth with social emotional learning.

Course ID: YT153B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c41l80y>

Destination: Day Camp! This course is intended to help day camp directors focus more intentionally on fostering achievement, relationships, and belonging in day camp. Through this course, day camp directors will be challenged to think critically about their camps, identify areas for improvement, and explore the tools and resources available to help them enhance their programs.

Course ID: CP101B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$20

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c65k99e>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: PHILANTHROPY



Cost for General Requirements: \$20
Cost for Philanthropy Requirements: \$70
Total Cost: \$90

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.
Course ID: YD109B
Time To complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c50f86q>
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Course ID: MB104B
Time to Complete: 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

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Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
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Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills. Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

Updated 3/2023

PHILANTHROPY REQUIREMENTS

The Y as a Charitable Organization: The YMCA is recognized by the IRS as a 501(c)(3) Charitable Organization. That designation has a value to us as well as a benefit to the communities we serve. Each person in the Y, from the CEO to the Lifeguards, to the front desk staff, to the Finance Department, and Board members should be able to, in their own words, identify the ways that we meet the IRS standards and requirements of a Charitable Organization.

Course ID: LC195B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c78b32d>

Getting Started with Our Brand: In this 30 minute introductory course to learning about our brand, you will learn how to do the following: Define and implement the meaning of the term brand. Recognize and explain the components of our brand. Explain and demonstrate how to use our brand voice in external communications. Show others how to effectively use the components of our brand. Locate resources that support proper usage of the brand including guidelines and components on the Brand Resource Center (BRC). Comprehend and implement all our graphic standards. Recognize and apply rules that support trademark protection. Interpret the responsibilities of serving as a brand liaison with Y-USA.

Course ID: LC150B

Time to Complete: 30 Minute

Credits Earned: 0.5

Cost: \$10

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c53m19y>

Advancing Equity: Key Concepts and Language: This video highlights common concepts, terms, and definitions used at Y-USA as we progress towards being an Anti-racist Multicultural Organization

Course ID: LC260B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c74j94j>

Anti-Racist Multicultural Organization Common Language Video: This video highlights common terms and definitions used at Y-USA as we progress towards being an Anti-racist Multicultural Organization.

Course ID: LC259B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c24r91f>

Y Annual Campaign Components: This eLearning course is designed to introduce learners to the components of the Y's Annual Campaign. This course is the second of two eLearning courses associated with the YMCA Annual Campaign Training (ACT) course. Five lessons are contained in this course to teach students about the following:

- Developing a clear, concise case for support;
- Getting ready to start a campaign and ensure your Board is engaged in the process;
- Developing a campaign plan to use during your campaign;
- Implementing your campaign;
- Evaluating your campaign.

Course ID: LC110B

Time to Complete: 5 Hours

Credits Earned: 5

Cost: \$30

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c91q56j>

Y Fundraising Essentials: This eLearning course is designed to introduce learners to the essentials of YMCA fundraising. This course is the first of two eLearning courses associated with YMCA Annual Campaign Training (ACT). Three lessons are contained in this course to teach students about the following:

- Overview of the Y campaign structure
- Importance of the leadership staff's role in the Annual Campaign process
- Strategies of recruiting and training volunteer campaign staff

Course ID: LC108B

Time to Complete: 3 Hours

Credits Earned: 3

Cost: \$30

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c86l53y>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: SOCIAL SERVICES



Cost for General Requirements: \$20

Cost for Social Services-Specific Options: \$10

Total Cost: \$30

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.

Course ID: YD109B

Time To complete: 30 minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c50f86q>

- **Introduction to the Y's Cause and Culture:** Nurturing a Movement with unlimited potential to do good is a big responsibility, which is why intentionally fostering a cause-centered culture and investing in our people are so important. The Introduction to the Y's Cause and Culture is a foundational course that introduces staff and volunteers to the Y's cause and various aspects of our culture.

Course ID: MB104B

Time to Complete: 20 minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

- Y's Way to Service and Engagement:** This course is a collection of videos about the Y's service and engagement principles of welcome, connect, support and invite. The videos are grouped into four categories: Membership, Healthy Living, Youth Development and Staff to Staff. Staff are encouraged to watch the videos that most closely align to their roles, along with the Staff to Staff videos. Supervisors are encouraged to take the Orientation to the Supervisor's Toolkit for Service and Engagement to learn about ways they can support their staff with demonstrating these principles.

Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
- Orientation to Diversity, Inclusion & Global (Online Learning):** The Y is a diverse and inclusive organization. The Orientation to Diversity, Inclusion & Global course introduces key concepts related to how we define diversity, inclusion, and being globally-minded in the Y. During the course, students are encouraged to examine their personal experiences and perspectives and explore ways to further their development to be more inclusive and globally-minded leaders.

Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills. Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

Updated 3/2023

SOCIAL SERVICES-SPECIFIC OPTIONS

Navigating Community Healthy Resources: This foundation level course is for Y Staff who serve in a variety of roles that may provide guidance and support to community members. Learn how every Y staff can assist community members to navigate community health resources such as health screenings, immunizations, and other services for children, families, and older adults, then take an active role in connecting the community to the resources that are available.

Course ID: HW114B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$10

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c74x43l>

Foundations of Emotional Intelligence: Self-Awareness: Do your emotions control you or are you in control of them? This primer is the foundation of Emotional Intelligence. A skill you can improve and utilize every day. "Emotional intelligence isn't a luxury you can dispense with in tough times. It's a basic tool that, deployed with finesse, is the key to professional success." Daniel Goleman, Emotional Intelligence, Why it Can Matter More Than IQ, 1995. Being able to define what Emotional Intelligence (EI) is, recognize how it fits into the YMCA Mission and Leadership model, and see the effects it can have on an individual is such a valuable tool on one's leadership journey.

Course ID: LC194B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c58x84m>

Advancing Equity: Key Concepts and Language: This video highlights common concepts, terms, and definitions used at Y-USA as we progress towards being an Anti-racist Multicultural Organization

Course ID: LC260B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c74j94j>

THE Y'S APPROACH TO ADVANCING EQUITY 3-PART SERIES: To fulfill the Y's purpose of strengthening community and to support the Y's goal of becoming an anti-racist, multicultural organization, Y staff must develop their knowledge of systemic issues resulting in inequities and utilize an equity lens to improve outcomes in all areas of their work.

- **Advancing Equity: Systems of Inequity:** In this course, staff learn to use an equity lens as they identify issues faced by marginalized communities. Through a series of scenarios, staff examine the various systems that exist in society and the inequities therein. This course, *Systems of Inequity*, is the first of a three-part series about the Y's approach to advancing equity. Staff are encouraged to take all three courses in the eLearning series.

Course ID: LC235B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c68u98t>

- **Advancing Equity: The Y's Approach:** To fulfill the Y's purpose of strengthening community and to support the Y's goal of becoming an antiracist, multicultural organization, Y staff must develop their knowledge of how the Y advances equity and how to apply that knowledge to the work they do. In this course, students identify ways that the Y can address inequity by advancing equity as a Movement. Through examination of the Y's equity approach, students practice applying the approach to work at the Y and in community. This course is part two of a three-part series of eLearning courses about the Y's approach to advancing equity. Students are encouraged to take all three courses in the series.

Course ID: LC243B

Time to Complete: 15 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: [Advancing Equity: Systems of Inequity](#)

Link to Register: <https://lcdc.yexchange.org/s/c47w44u>

- **Advancing Equity: Opportunities to Advance Equity:** In this course, staff will identify opportunities to advance equity at their YMCA. Through a review of Y programs, staff will practice assessing them using an equity lens to practice identifying modifications to ensure the intended outcomes of the program are met. This course is part three of a three-part series of eLearning courses about the Y's approach to advancing equity. Students are encouraged to take all three courses in the eLearning series.

Course ID: LC262B

Time to Complete: 20-30 Minutes

Credits Earned: 0.25

Cost: \$0

Prerequisite Courses: [Advancing Equity: The Y's Approach](#)

Link to Register: <https://lcdc.yexchange.org/s/c28a39q>

Advancing Equity: Your Role in Community Engagement: The Y's purpose is to strengthen community by making a positive impact in youth development, healthy living and social responsibility. This requires YMCA staff to effectively engage and collaborate with individuals and groups internal and external to the Y. Recognizing that many YMCA staff work collaboratively with the community on a daily basis, this course seeks to help build your knowledge of community engagement where equity is at the core, provide some examples for how community engagement work looks within the context of YMCA work, and connect you to resources to support community engagement work. At the end of this course, students will be able to: define community engagement and its relationship to equity, recognize effective actions to get to know the community, engage them and share information about the Y and identify listening skills to create a brave space for dialogue.

Course ID: LC233B

Time to Complete: 30 Minutes

Credits Earned: 0.5

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c31u17s>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B

Time to Complete: 5 minutes

Credits Earned: 0

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c24m04x>

EMPLOYEE TRAINING PATHWAY: WELLNESS



Cost for General Requirements: \$20

Cost for Wellness Coach Requirements: \$105

Cost of Group Ex Instructor Requirements: \$105

Total Cost per Position: \$125

GENERAL REQUIREMENTS

LEADER CERTIFICATION

- **The Y and You: New Employee Orientation:** The Y is committed to strengthening community and it takes passionate employees from different backgrounds and with different perspectives to deliver on this commitment. The Y and You: New Employee Orientation guides new employees through a personal discovery of the Y and helps inspire them to see how they can contribute to the Y strengthening community. Through stories shared by several current employees, this thirty-minute course helps answer typical questions that new employees have about topics such as: the Y's history, the impact the Y makes in the U.S. and abroad, what's it like to work at the Y, career development, employee networks, and retirement. This course is a key starting point for new employees in their discovery of the Y and helps them get the most out of other new employee activities offered at their local Y.

Course ID: YD109B

Time To complete: 30 minutes

Credits Earned: 0.5

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c50f86q>

- **Introduction to the Y's Cause and Culture:** Nurturing a Movement with unlimited potential to do good is a big responsibility, which is why intentionally fostering a cause-centered culture and investing in our people are so important. The Introduction to the Y's Cause and Culture is a foundational course that introduces staff and volunteers to the Y's cause and various aspects of our culture.

Course ID: MB104B

Time to Complete: 20 minutes

Credits Earned: 0.25

Cost: \$0

Link to Register: <https://lcdc.yexchange.org/s/c36q33b>

- Y's Way to Service and Engagement:** This course is a collection of videos about the Y's service and engagement principles of welcome, connect, support and invite. The videos are grouped into four categories: Membership, Healthy Living, Youth Development and Staff to Staff. Staff are encouraged to watch the videos that most closely align to their roles, along with the Staff to Staff videos. Supervisors are encouraged to take the Orientation to the Supervisor's Toolkit for Service and Engagement to learn about ways they can support their staff with demonstrating these principles.

Course ID: MB123B
Time to Complete: approximately 20 minutes
Credits Earned: 0.25
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c88t68h>
- I Hear You: Service with CARE:** The Y's purpose is to strengthen community through youth development, healthy living and social responsibility. Y staff, in all areas, play an important role in bringing our purpose to life every day through the caring interactions they have with members, participants and the community. This course introduces Y staff to the Y's service model, CARE, and how they might use CARE in service situations with members, program participants and the community.

Course ID: MB129B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c73d30y>
- Orientation to Diversity, Inclusion & Global (Online Learning):** The Y is a diverse and inclusive organization. The Orientation to Diversity, Inclusion & Global course introduces key concepts related to how we define diversity, inclusion, and being globally-minded in the Y. During the course, students are encouraged to examine their personal experiences and perspectives and explore ways to further their development to be more inclusive and globally-minded leaders.

Course ID: LC207B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c01w51e>
- Living Our Cause for Frontline Leaders:** This eLearning is for staff who have the most face-to-face time with our prospective members, members and program participants and focuses on helping frontline staff recognize how important they are to helping the Y strengthen community. This course introduces staff to the Y's cause, shares the importance of storytelling and defines who the Y is to the community. This course helps prepare staff to more easily create experiences for our members and participants that align with our cause-centered culture.

Course ID: LC226B
Time to Complete: 30 Minutes
Credits Earned: 0.5
Cost: \$0
Link to Register: <https://lcdc.yexchange.org/s/c64h35d>

Advancing Equity: Understanding My Biases: This course will introduce participants to the concept of bias and explore the positive and negative impact of bias in everyday situations. Understanding our own biases allows us to create a welcoming and inclusive environment at our Ys. This course offers a framework for countering biases and invites you to explore your role in strengthening the foundations of community through a deeper understanding of your own beliefs.

Course ID: LC171B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c54p87v>

Child Sexual Abuse Prevention (Authored by Redwoods): The training follows a story of sexual abuse from the eyes of a child. Madison, a fictional character based on a real event we handled, tells us her story through journal entries. In this training, we'll teach staff the basics of how to prevent child sexual abuse. And because effective prevention requires an organization-wide culture of safety, we focus on rule breaking, and how to stop it from happening.

Course ID: CC103B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c57x30h>

Foundations of Listen First: Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills. Mastery of Listen First is achieved with time and practice. Staff interested in deepening their knowledge and developing Listen First skills through practice are encouraged to take the Introduction to Listen First or Listen First Institute classroom courses.

Course ID: LC124B

Time to Complete: 1 Hour

Credits Earned: 1

Cost: \$10

Link to Register: <https://lcdc.yexchange.org/s/c25j06g>

Managing Your Risk of Exposure to Bloodborne Pathogens (Authored by Redwoods): This course teaches employees how to manage and minimize their risk of exposure to blood and other potentially infectious materials. It is customized for child-serving organizations and explains methods of transmission, bloodborne diseases, personal protective equipment and what to do after an exposure. This course covers OSHA's BBP Regulations (29 CFR 1910.1030).

Course ID: HW217B

Time to Complete: 45 Minutes

Credits Earned: 0.75

Cost: \$0

Prerequisites: None

Link to Register: <https://lcdc.yexchange.org/s/c56e15b>

Updated 3/2023

WELLNESS REQUIREMENTS

YMCA Strength & Conditioning Instructor Certification: This certification is the YMCA's strength and conditioning certification and prepares the certification holder to work in the wellness center

- **Orientation to Healthy Living at the Y:** This interactive eLearning course is essential for all Y Membership and Healthy Living staff. Learn how: (1) the Y advances healthy living for all individuals through three levels of prevention efforts; (2) every member or program participant is someone that you can help to improve their health and well-being; (3) to act on behalf of all our members and participants to listen and then assist them in their quest to be healthy.
Course ID: HW109B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$0
Prerequisite Courses: None
Link to Register: <https://lcdc.yexchange.org/s/c45s02c>
- **Principles of Member Health & Wellness:** Navigating the wellness journey can be challenging for members. This course helps staff understand the member wellness journey and several foundational principles that guide staff in recognizing their role in supporting members on their wellness journey. Through video and a series of interactive activities, staff are challenged to think critically about the Y's diverse membership and the role that empathy and listening play in supporting members to reach their health and wellness goals. Principles of Member Health and Wellness is a requirement for the Group Exercise and Strength and Conditioning certifications and is a prerequisite to the Group Exercise at the Y and Wellness Center at the Y courses.
Course ID: HW116B
Time to Complete: 30 minutes
Credits Earned: 0.5
Cost: \$30
Prerequisites: Orientation to Healthy Living at the Y, Foundations of Listen First
Link to Register: <https://lcdc.yexchange.org/s/c68k47p>
- **Wellness Center at the Y:** The Wellness Center can be an intimidating place for members. This presents an opportunity for staff to deliver a high-quality member experience that aligns with the Y brand and supports members in reaching their health and wellness goals. The goal of this course is to help staff create a welcoming environment and facilitate connections in support of members reaching their health and wellness goals. This course includes a series of short scenario-based activities that challenge staff to think critically and apply foundational principles of observing, listening, and engaging to member interactions in the Wellness Center.
Course ID: HW126B
Time to Complete: Less than 30 minutes
Credits Earned: 0.5
Cost: \$0
Prerequisite Courses: Principles of Member Health & Wellness
Link to Register: <https://lcdc.yexchange.org/s/c59k21b>

- **Foundations of Strength & Conditioning at the Y (offered by ACE):** This course provides the wellness center staff with a comprehensive knowledge base of general information and guidelines relevant to the wellness center, equipment, and rapport with members. This course promotes the safety, effectiveness, and success of all members utilizing fitness equipment as part of their exercise programs.

This course includes the following:

- Basic anatomy, joint actions, and planes of motion as it relates to cardiorespiratory and resistance training equipment
- The F.I.T.T. principles for cardiorespiratory, resistance, and flexibility training
- Application of principles to proper use and instruction of cardio and strength training equipment
- Safety management of the members and the wellness center

Course ID: HW129I

Time to Complete: 8 hours

Credits Earned: 8

Cost: \$75

Prerequisite Courses: CPR for Health & Wellbeing

Link to Register: <https://lcdc.yexchange.org/s/c87j03n>

YMCA Group Exercise Instructor Certification: This certification is the YMCA's group exercise certification and may enable certification holders to conduct YMCA group exercise classes for members. You may register for all online learnings if you have an active outside license of CPR for Health & Well-being on your transcript

- **Orientation to Healthy Living at the Y:** This interactive eLearning course is essential for all Y Membership and Healthy Living staff. Learn how: (1) the Y advances healthy living for all individuals through three levels of prevention efforts; (2) every member or program participant is someone that you can help to improve their health and well-being; (3) to act on behalf of all our members and participants to listen and then assist them in their quest to be healthy.

Course ID: HW109B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$0

Prerequisite Courses: None

Link to Register: <https://lcdc.yexchange.org/s/c45s02c>

- **Principles of Member Health & Wellness:** Navigating the wellness journey can be challenging for members. This course helps staff understand the member wellness journey and several foundational principles that guide staff in recognizing their role in supporting members on their wellness journey. Through video and a series of interactive activities, staff are challenged to think critically about the Y's diverse membership and the role that empathy and listening play in supporting members to reach their health and wellness goals. Principles of Member Health and Wellness is a requirement for the Group Exercise and Strength and Conditioning certifications and is a prerequisite to the Group Exercise at the Y and Wellness Center at the Y courses.

Course ID: HW116B

Time to Complete: 30 minutes

Credits Earned: 0.5

Cost: \$30

Prerequisites: Orientation to Healthy Living at the Y, Foundations of Listen First

Link to Register: <https://lcdc.yexchange.org/s/c68k47p>

- Group Exercise at the Y:** The Y has a long-standing and strong tradition in group exercise. Group Exercise at the Y helps Y staff build on that legacy by helping staff deliver a high-quality member experience that aligns with the Y brand and supports members in reaching their health and wellness goals. The goal of this course is to help staff create a welcoming environment and facilitate connections in support of members reaching their health and wellness goals. This course includes a series of short scenario-based activities that challenge staff to think critically and apply foundational principles of observing, listening, and engaging to member interactions in group exercise.

Course ID: HW125B
Time to Complete: less than 30 minutes
Credits Earned: 0.5
Cost: \$0
Prerequisites: Principles of Member Health & Wellness
Link to Register: <https://lcdc.yexchange.org/s/c55m43l>
- Foundations of Group Exercise at the Y (offered by ACE):** This course provides the group exercise instructor of cardiorespiratory, strength, and/or flexibility classes with a comprehensive knowledge base of general information and guidelines relevant to single-subject and/or pre-choreographed class formats. This course promotes the safety, alignment, and success of all members in each group exercise class format. This course includes the following:
 Basic anatomy, joint actions, and planes of motion to any modality of group exercise
 The F.I.T.T. principles for cardiorespiratory, resistance, and flexibility training
 Group exercise application for balance and how to integrate into class design
 The purpose of each section of class
 Music and cueing options based on type of class

Course ID: HW127I
Time to Complete: 8 hours
Credits Earned: 8
Cost: \$75
Prerequisites: CPR for Health & Well-being
Link to Register: <https://lcdc.yexchange.org/s/c11k36w>

YMCA PROFESSIONAL NETWORK (YPN)

YPN Membership eRegistration: The YMCA Professional Network is a dynamic network of talented professionals here to help you as you navigate your career in the Y Movement. Completing the eRegistration and this short, 5-minute video is required annually to maintain your YPN Prime Membership. YPN Prime Membership provides key benefits including discounts on many local YPN event registrations and YPN online learning fees. Additionally, you will have access to participate as a leader in your local chapter, to participate in leadership learning journey webcasts, and to become eligible to request Emergency Assistance Fund (EAF) grants. Please note, a minimum of six months of continuous YPN Prime Membership is required to be eligible to request an EAF grant.

Course ID: YN100B
Time to Complete: 5 minutes
Credits Earned: 0
Cost: \$0
Prerequisites: None
Link to Register: <https://lcdc.yexchange.org/s/c24m04x>