

Associate Director of Education Programs

Position Summary

Under the direction of the Director of Youth Development, the Associate Director of Education Programs is responsible for organization, delivery, quality and fidelity of educational programs as they fit within the Y in multiple department areas. To include but not limited to Power Scholars, Summer Camp, After School, Bonni's Garden Environmental Education program areas. The Associate Director ensures quality education programs while maintaining safety standards that meet the association guidelines, mission and goals. Must also exhibit a team work attitude.

Qualifications

- Bachelor's degree in related field required.
- Must have at least 2 years' experience working with youth.
- Must have at least 2 years' experience with project management or administration, preferred in a nonprofit setting.
- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Previous staff development and supervision experience.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Ability to respond to safety and emergency situations.
- Must have excellent written and oral communication skills.
- Ability to develop and monitor revenue and expense budgets.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to analyze problems and solve them using good judgment, reason logically and resourcefulness.
- Excellent personal computer skills and experience with standard business software.
- Ability to attend trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Current CPR/AED certification or ability to become certified within first 60 days.

Essential Functions

- Ensures that all programs and activities meet the highest safety standards.
- Work with stakeholders to develop a comprehensive plan for excellence for all child and youth development programming.
- Work with stakeholders in developing Association wide curriculum for Achievement Gap, STEAM, Bonni's Garden and other areas as needed.
- Directly implements and provides programs and facility activities to meet the needs of the community and contribute to member retention.
- Can work as an effective, collaborative, positive and engaged team member who is an outside of the box thinker.
- Supervises, develops and trains all staff and volunteers.
- Ensures that staff and volunteers have the tools, training, and resources needed to accomplish their objectives.
- Develops and maintains collaborative relationships with community stakeholders to communicate the goals of the initiatives and ongoing concerns about student needs.

- Provides leadership, vision and expertise in the following areas education programs and curriculum, youth development, program management, budget recommendations and staff development.
- Manages and monitors the program operating budget to meet or exceed budget targets.
- Coordinates the marketing and distribution of program information.
- Uses Listen First skills effectively with staff, volunteers and participants
- Conveys basic knowledge of all program areas to members and participants and refers members as appropriate to Y program staff or staff member.
- Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings.
- Actively participates in the Annual Campaign, Classic and any other campaigns, by helping to raise dollars towards the branch goal.
- Assists in providing team leadership to the youth department and the overall association. Completes regularly scheduled MOD (Manager on Duty) shifts and attends leadership meetings.

Work Conditions and Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to thrive in an environment with the unique challenges of a non-profit community service organization.
- Ability to work in excess of a 40-hour week with irregular work hours.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position may require bending, leaning, kneeling.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry supplies weighing up to 50 pounds.
- While performing duties, the employee will be exposed to water, cool or very hot temperatures, and may be exposed to direct UV sunrays.
- Specific vision abilities are required for this job. The employee must be able to see close up and at a distance and have clear peripheral vision.

Full Time I-Exempt

Benefits: health, dental, life coverage, 8% retirement (5% Y, 3% staff contribution), generous PTO schedule

Salary \$40,000 - \$43,000



Employee

Supervisor