

# Associate Executive Director of Youth Development & Education

## Position Summary:

The Wood River Community YMCA is a regional leader in youth development focused on academic support and social emotional learning that meets national child safety standards. Located at the base of Sun Valley Ski & Summer Resort, our Y serves a diverse population. Our community attracts thought leaders, Olympians, world-class musicians, artists, and dancers. It is also home to many lower income families working in the service economy. The Y is committed to helping young learners achieve benchmarks for high school graduation and helping low-income families access post secondary education in a community where many families speak English as a second language. Sun Valley is among the most beautiful natural places in the world, with access to endless trails, skiing, hiking, fishing, art, culture, and so much more.

Under the supervision of the CEO, The Executive Director of School Age Education & Care Programs is responsible for all aspects of youth development, including recruitment of new participants and staff, retention, curriculum, education partnerships, and outcomes. The director develops and implements effective procedures and implements all board policies. The director develops strategies to achieve strategic goals. Additionally, this position leads a culture of excellence and plays a key role in advancing the Y mission and cause within the staff culture and the community. The Director also builds the community's understanding of the Y's cause and impact.

## Qualifications:

- Minimum of 5 years' experience as a senior leader, senior childcare director, or senior program director.
- Childcare licensing or classroom education experience preferred.
- YMCA Team Leader or Multi-Team Leader certification preferred.
- Experience with Power Scholars or another elementary education program preferred.
- Bachelor's Degree in Early Childhood Education, Elementary Ed or BA in Child Development or equivalent preferred.
- Experience with significant budgetary responsibility, including a proven record of accomplishment in fiscal and/or program fiscal responsibility and sound financial management skills.
- Experience launching new programs and/or fostering partnerships with local schools.
- Experience in staff supervision, committees and in providing leadership to groups.
- Proven skill in staff recruitment, training, scheduling, supervision and motivation.
- Knowledge of childcare licensing and risk management standards.
- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Must have excellent relationship and interpersonal skills.
- Must have an ability to lead efforts that foster a sense of belonging among program and facility members.
- Exhibit strong leadership skills; possess a passion for service, building and maintaining a culture of excellence.
- Must be sensitive, adaptable, professional, and articulate when dealing with others.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Excellent oral and written communication skills. Detail-oriented with problem solving skills. Demonstrated experience setting and managing priorities.
- Must be willing and able to work a flexible schedule, particularly evening and weekend hours.
- 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:**

- Serves as a member of the Senior Leadership Team.
- Ensures delivery of high-quality outcomes for participants in all Youth Development programs including:
  - Multiple after school sites
  - Multiple summer education sites including Power Scholars
  - Parent Institute for Quality Education
  - Other enrichment programs including environmental education.
- Insure reasonable progress in programs where learning assessment is completed.
- Creates, develops, implements and manage high quality, mission focused programs that meet the needs of the community. Ensure quality program delivery and effective use of resources including staff, volunteers and equipment within established budget to meet financial targets.
- Provides supervision for multiple staff, including program directors.
- Ensures staff excellence in service delivery to assure program retention, satisfaction and growth.
- Ensures compliance with all regulatory licensing standards including but not limited to Department of Education, Department of Health Services, and all Wood River Community YMCA policies and procedures.
- Positively represent Wood River Community YMCA with partners and governmental entities (Blaine County School District, College of Idaho, Hunger Coalition, etc.)
- Administers program budget, materials, communication, marketing and promotion to ensure optimum enrollments, in partnership with association marketing and communication teams.
- Explores growth opportunities and expands programming in accordance with strategic and operating plans.
- Provides oversight of all aspects of program registration, promotion, and communications. Assure clear dissemination of all communication and information to participants and families.
- Develops and implements a comprehensive staff development plan that has a focus on staff satisfaction and continuous quality improvement. Lead director leadership meetings. Ensure staffing complies with regulatory requirements. Responsible for ensuring ongoing feedback and corrective action for all department staff.
- Inspects program sites weekly and directs all aspects of safety related to staffing, equipment, environment and behavior. Know and train on the use of incident reports, emergency procedures, stocked first aid kits, etc.

\*This is not an exhaustive list of job duties. Other duties, responsibilities and activities may be assigned.

**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 food and supplies weighing up to 25 pounds.
- Long periods of viewing data on a computer and/or on paper.

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

Salary \$65,000 – \$70,000