

Director of Youth Development and Education

Position Summary

Under the supervision of the Associate Executive Director of Youth Development and Education, The Director oversees school age education and enrichment programs and is responsible for managing and developing the after school, day camp, and Parent Institute for Quality Education programs and has a leadership role in summer school programs. The Director ensures quality programs while maintaining safety standards that meet the association guidelines, mission and goals. This director helps to create a positive and optimistic culture within the department and as a member of the leadership team.

Qualifications

- Must have strong listening skills, coaching, and an ability to put people and relationships first.
- Five years experience working with youth is strongly preferred. Classroom experience preferred.
- Project management or administration experience preferred.
- Curriculum development experience preferred.
- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Must have strong staff development and supervision skills.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility, and must be able to work well as part of a team, moving seamlessly between leading and following.
- 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 training and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Bi-lingual strongly preferred
- Current CPR/AED certification or ability to become certified within the first 60 days.

Essential Functions

- Ensures that programs and activities meet the highest safety standards.
- Work with the Associate Executive Director of Youth Development & Education, along with stakeholders, to develop a comprehensive plan for excellence for all child and youth development and education programming.
- Work with the Associate Executive Director of Youth Development & Education and stakeholders in developing curriculum to address the achievement gap, support SEL, STEAM, and to develop resilience.
- Under the direction of the Associate Executive Director of Youth Development & Education, 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 staff and volunteers, under the guidance of the Associate Executive Director of Youth Development & Education.

- 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.
- Supports the Associate Executive Director of Youth Development & Education in the following areas: education and curriculum, youth development, program management, budget recommendations and staff development.
- Manages and monitors the program operating budget under the supervision of the Associate Executive Director of Youth Development & Education 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 members.
- 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 when needed.
- 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, 12% retirement (10% Y, 2% staff contribution), generous PTO schedule

Salary: Commensurate with experience