



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: Youth Program Director
FLSA Status: Exempt
Status: Full Time
Reports to: Executive Director

Department: Child Care
Revision Date: 1/2019

POSITION SUMMARY:

This position directs all aspects of Sports, Before/After School care and Summer Camp for the branch and supervision of assigned staff. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families. This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

ESSENTIAL FUNCTIONS:

1. Recruits, hires, trains, develops, schedules and directs sports and child care personnel as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals and retention
2. Provides input to the Executive Director in the planning of the annual budget; manages and implements the approved budget for child care and takes appropriate action to correct variances
3. Manages, directs and coordinates the sports and school age child care programs. Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans
4. Develops and maintains relationships with school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner
5. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits
6. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks
7. Organizes and conducts parent/coach orientation meetings and trainings
8. Assists in the marketing and distribution of youth program information, organizes and schedules program registrations
9. Performs other duties as assigned

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

QUALIFICATIONS:

1. Bachelor's degree in Child Care/Physical Education/Sports field preferred or equivalent combination of education and experience
2. Ability to direct assigned operations including volunteer development, supervision of staff, development and monitoring of budgets, marketing and public relations, and member engagement
3. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment
4. Excellent interpersonal, communication, and problem solving skills
5. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community
6. Minimum age 21 preferred

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____