



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of the San Joaquin County Job Description

Title: Youth Development Director
Reports to: Chief Executor Officer
FLSA Status: Non-Exempt
Leader Level: Multi-Team Leader
Supervises: Program Staff and Volunteers

Position Summary

This position is responsible for day-to-day general administration of the program including all children, staff supervision, budgeting, expense control, income generation, program development and quality control, community relations, collaborations, long-range planning and facility maintenance. The Youth Development Director also provides direction and leadership for the achievement of Association goals in accordance with the policies, procedures and standards established by the Board.

Core and Strategic Functions

High Quality Programs, Services and Facilities

- Administer and lead the total operation of the School Age Program sites including the interpretation and execution of established policies, the development of procedures and methods, staffing, evaluation of the effectiveness of the programs and operation.
- Nurture children by designing lesson plans that include purposeful programming that develops social-emotional skills, fosters achievement, supports academic growth and provides enrichment.
- Ensure the safety and maintenance of high-quality facilities, grounds, and equipment including keeping supplies organized, maintain and clean facility and care for equipment.
- Promote and monitor membership and/or program growth, taking a leadership role in membership cultivation and retention.
- Create a nurturing and safe environment by reporting suspicious activity that may lead to child abuse or may violate the code of conduct. Ensure staff is facilitating activities that are engaging and age-appropriate. Responsible for maintaining all records and data on each child, employee and volunteer.
- Responsible for effectively handling all emergency incidents and submitting proper documentation that may occur in YMCA program, using mature, sound judgment
- Ensures high quality member focused programs through innovative program development with awareness of societal, economic and political issues and their impact on the strategic direction of the organization.
- Ensures compliance with state and local regulations.
- Ensures that program standards are met and safety procedures are followed.

Staff and Volunteer Management

- Recruit, hire, supervise and develop department staff and volunteers through use of Leadership Competency Model resources that create a culture of cause-driven leaders
- Implement weekly planning sessions with staff to include awareness and understanding of YMCA programs, services, and customer service skills.

Community Development

- Represent and promote the YMCA in the local community and develop positive working relationships with other organizations, businesses, and governmental entities.
- Promote and communicate the objectives and programs of the YMCA through public communication and social media

- Actively participate in school- related committees such PTA
- Pursue new opportunities in programs and grants geared towards youth development

Financial Development

- Incorporate storytelling in an effort to advance our mission and cause
- Lead and/or participate in branch special events for fund raising or mission advancement
- Assist in preparing annual site budget
- Recommend adjustments and administer the budget, exercising necessary expense controls and revenue production
- Responsible for collection of fees and reporting weekly balances to Director of Operations

Operating Values

- Serve as a member of branch management and support the branch and association objectives of the YMCA
- Establish positive rapport with children, parents, volunteers, and school personnel

Strategic

- Advance our work in Youth Development, Healthy Living, Volunteerism and Philanthropy
- Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA.
- Measures progress against strategic goals and ensures continuous improvement

YMCA Competencies – Team Leader

Relationships- Builds authentic relationships in the service of enhancing individual and team performance to support the Y's work.

Communication- Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.

Developing Others- Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.

Project Management- Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating progress.

Quality Results –Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.

Emotional Maturity – Demonstrates effective interpersonal skills.

Position Qualifications

- Requirements within 30 days of hire include completion of :
 - State Licensing Director Training
 - Child Abuse Prevention for Supervisory Staff
 - CPR, First Aid, AED, Blood Borne Pathogens, Epi Pen and Inhaler Training
- Fulfillment of state specific hiring standards:
 - 12 units in Early Childhood Education or Child Development
 - Administration of Child Care Programs as required by the State of California
 - Health, Safety and Nutrition Class as required by the State of California
- YMCA Team Leader Certification preferred; must complete within 6 months of hire
- Fingerprint clearance must be obtained
- Vaccinations and TB Test must be up to date and maintained

This job description may not be all inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

Signature _____ Date _____