



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Director of Youth Development**

Status: Full-Time (Exempt)

Reports to: **Executive Director**

Department: Administration

Revision Date: 5/1/2017

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Oversees the development and operations of various programs, such as school-aged childcare, preschool, camp, youth & teens programs. Recruits, trains and supports assigned staff. Provides liaison to committee(s) and advisory board(s).

ESSENTIAL FUNCTIONS:

1. Develops, implements and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
2. Develops and controls department budgets related to the position.
3. Hires, trains and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models relationship-building skills in all interactions.
4. Provides leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Develops and maintains effective working relationships within the community.
5. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
6. Ensures high quality member-focused programs through innovative program development, evaluations and on-going training of staff.
7. Coordinates special events and activities.
8. Provides data and reports as required for assigned programs.
9. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Multi-Team Leader):

Mission Advancement: Reinforces the Ys values within the organization and the community. Effectively communicates the benefits and impact of the YMCAs efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and

YMCA JOB DESCRIPTION FOR DIRECTOR OF YOUTH DEVELOPMENT

personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in human services, social services, recreation, business or equivalent.
2. Four or more years of program management experience, preferably in a YMCA or other non-profit agency.
3. Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
4. Prefer knowledge of, and previous experience with, diverse populations.
5. Proven track record of developing authentic and deepened relationships with others.
6. Ability to establish and maintain collaborations with community organizations.
7. YMCA Team Leader or Multi-team Leader certification preferred.
8. Prior to or within 30 days of hire must complete: Child Abuse Prevention; CPR with AED; First Aid; Bloodborne Pathogens.

WORK ENVIRONMENT & 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.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____