

## **Youth Development/Healthy Living Director**

Naugatuck YMCA - Naugatuck, CT 06770

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The **Youth Development-Healthy Living Director** develops, organizes, implements and oversees the youth sports programs, including aquatic programs and Health and wellness operations; including; group fitness, personal training and outcome based programs.

### **QUALIFICATIONS:**

- Bachelor's degree in related field preferred or equivalent combination of education and experience.
- YMCA Team Leader certification preferred.
- Lifeguard certification is a plus.
- Requirements within 30 days of hire include: Completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; Blood borne Pathogens.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community. Recognize different personalities and opinions and work to manage emotions.
- Ability to work well under pressure, meet deadlines and manage multiple program areas.
- Ability to analyze a situation and make sound judgements.

### **ESSENTIAL FUNCTIONS:**

- Supervises program activities and classes to meet the needs of the community and fulfill YMCA objectives. Establishes new programs and expands programming within the community in accordance with strategic and operating plans.
- Recruits, hires, trains, schedules and supervises youth staff, aquatics staff, fitness instructors, scorekeepers and referees.
- Evaluates staff performance, motivates staff to set and achieve goals,
- Ensures records of staff certifications are current and complete.
  - Recruits, trains, and supervises volunteers & coaches.
- Works to develop strategies to motivate volunteers to achieve goals.
- Conducts coaches meetings for each league division 3-4 times per
- Ensures records of volunteer certifications are current and complete.
  - Manages all phases of youth sport programs, aquatics and health & wellness programming.
- Participant registrations & waivers
- Group fitness member participation
- Team/ League/ Program/ Fitness Class Organization
- Schedules use of the gymnasium facility, Group X Room & Performance Training Room including; Tryouts, practices, games & playoffs (Little Pal Basketball) and Gym rentals
- Assists with the implementation of any of the Y's Evidence Based Health Intervention programs.
- Secures and coordinates use of school gymnasiums with the Naugatuck BOE.

- Oversees, schedules and maintains the Aquatic department including Lifeguards and swim instructors.
  - Maintains and organizes program files and records
  - Procurement of all necessary equipment for youth sports, aquatics & health & wellness programming.
  - Maintenance of equipment.
    - Evaluation of youth sports programs, aquatics & health & wellness programs.
    - Develop and monitor program budgets to meet fiscal objectives.
  - Process necessary accounts payable and billing needs.
    - Coordinate and schedule program specific special events and Birthday Parties.
    - Coordinate and schedule program specific fund raising activities including raffles, picture days, sponsorships, etc.
  - Establishes program specific sponsorships. Executes receipt of funds and thank you plaques.
- Research and application of program specific grant funding.
- Assists in YMCA fundraising activities and special events.
  - Develop and maintain collaborative relationship with community organizations
  - Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
  - Monitors and evaluates the effectiveness of programming.

### **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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- 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 30 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.
- Moderate exposure to infections.

Job Type: Full-time

Salary: \$40,000.00 to \$50,000.00 /year

Experience:

- relevant: 2 years (Required)
- Supervisory: 1 year (Required)

Education:

- Bachelor's (Required)

Work Location:

- One location