



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

NAUGATUCK YMCA JOB DESCRIPTION

Job Title: Youth Development Director

Reports to: Director of Operations

FLSA Status: **Exempt**

Revision Date: **11/24/2021**

Leadership Level: **Team Leader**

Primary Function/Department: **Youth Development**

POSITION SUMMARY:

This position supports the work of the Naugatuck Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Youth Development Director, organizes, implements, and oversees the School Age Child Care Before and After school, Summer Camp, and all supporting Youth Development programs.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing, we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

- Bachelor's degree in related field preferred **OR** equivalent combination of education and experience.
- Certified as a School Age Head Teacher by the State of Connecticut or eligible for certification. Minimum age of 21.
- Camp Director Certified preferred or eligible for certification.
- State of Connecticut Director Credentials (3 credits in administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education)
- 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 Backgrounds within 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:

1. Manages School Age Child Care, Summer Camp, and all youth programming including youth sports and family programs.
2. Supervises School Age Child Care, Summer Camp, and youth program staff teams.
3. YMCA objectives. Establishes new programs and expands programming within the community in accordance with strategic and operating plans.
4. Recruits, hires, trains, and schedules department staff teams.
5. Evaluates staff performance, and motivates staff to set and achieve goals.
6. Ensures records of staff certifications are current and complete.
7. Recruits, trains, and supervises volunteers & coaches.
8. Works to develop strategies to motivate volunteers to achieve goals.

Employee Initials: _____



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9. Conduct monthly department team meetings.
10. Ensures records of volunteer certifications are current and complete.
11. Maintain state licensing for all current and future licenses withing School Age Child Care and Summer Camp.
12. Maintains and organizes all program participant files and records for licensing.
13. Procurement of all necessary equipment for department programs.
14. Develop and monitor program budgets to meet fiscal objectives.
15. Process necessary accounts payable and billing needs.
16. Coordinate and schedule program specific special events and birthday Parties.
17. Coordinate and schedule program specific fund-raising activities including raffles, picture days, sponsorships, etc.
18. Establishes program specific sponsorships. Executes receipt of funds and thank you plaques.
19. Assists in YMCA fundraising activities and special events.
20. Develop and maintain collaborative relationship with community organizations.
21. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
22. Monitors and evaluates the effectiveness of programming.
23. Director on Duty responsibilities as scheduled throughout the year.
24. Perform all other duties as assigned by supervisor.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Program/project Management
- Engaging Community

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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Date: _____

The Y: We're for youth development, healthy living, and social responsibility.

Employee Initials: _____