



Employee Name: _____ Date: _____

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

WASHINGTON COUNTY FAMILY YMCA EARLY LEARNING

Job Title: **Director of Youth Development**

FLSA Status: Non-Exempt

Reports to: Chief Executive Officer

Salary Range: \$22-24

Revision Date: 7/2/2024

POSITION SUMMARY:

The Director of Youth Development is responsible for the day-to-day functions of the Early Learning and Out of School time programs ensuring a successful business operation and high-quality programming. Implements, administers, and evaluates high quality programming with PreK ages 3-4, Day Camps for ages 3-12 and eventually expanding to infants and toddlers once childcare center is built and operational.

ESSENTIAL FUNCTIONS:

1. Oversees day to day operations and the development of programs. Expands program within the community in accordance with strategic and operating plans.
2. Oversees Accounts Receivable, CCDF/Third party payees, end of month financials, and all systems directly related to program being fiscally sound.
3. Manages, directs and coordinates all curriculum programming.
4. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
5. Develops, manages and controls budgets related to programming. Ensures program operates within budget.
6. Oversee facility maintenance and cleanliness ensuring physical environment supports healthy living.
7. Ensures NAEYC accreditation is maintained and classrooms in compliance. Submit required paperwork: candidacy materials, annual reports and center updates as required.
8. Ensures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program standards in programming are met and safety procedures followed.
9. Oversees Kitchen staff in summer months. Supports SASFP and CACFP and budgets for healthy eating through coaching, mentoring, and monitoring menu quality. Ensures all programs follow YMCA HEPA (Healthy Eating and Physical Activity) standards at all sites.
10. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to out of school time and early education. Responds to all agency, parent and community inquiries and complaints in a timely manner.
11. Actively participate in teachers' individual professional development planning strengthening their early education knowledge and abilities.
12. Oversees Assistant Director of YD, Teachers, and support staff ensuring performance of their respective roles and responsibilities.
13. Serve as liaison for critical early learning partnerships.
14. Provides staff leadership for annual fund-raising campaign.
15. Maintains proper records/department files.
16. Assists in organizing special events/ family nights for parents and families promoting youth development, social responsibility and healthy living.

17. Assists with program committee meetings as assigned.
18. Assists in grant writing and the marketing and distribution of program information.
19. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

KEY PERFORMANCE INDICATORS:

- Meet or exceed budget expectations.
- Quality results from various member surveys.
- Increased or consistent program participation/member retention
- Trained, qualified, certified and adequately recognized staff.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys core 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.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. CDA, Associates, or Bachelor's degree in Early Education or Elementary Education.
2. One to two years supervisory related experience preferred, as a coordinator or director of Early Education programming.
3. Minimum age of 21 and driving record in good standing.
4. Knowledge and experience with NAEYC standards and process preferred.
5. Knowledge of Indiana Rules for Licensing Child Care Center, Paths to Quality, HEPA, & CCDF requirements.
6. Requirements include completion of: Child Abuse Prevention; CPR; First Aid; AED; Bloodborne Pathogens, physical, Drug Screen, and a variety of youth development trainings.
7. Maintain a minimum 20 hours of professional development yearly- or as required by the State.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

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 is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending, reaching or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. Time is spent both indoors and outdoors. The condition of the air is normal/average air conditioned/ventilated. The noise level is normal to loud within an active YMCA program environment.

AGREEMENT:

I have read and understand the above position description and accept the agreed upon salary and conditions indicated. I agree to fulfill all requirements necessary for the performance of all job segments as described. I understand that periodic performance reviews will become the basis for future merit increases, and that satisfactory performance is the sole condition of increased compensation. By performance and through behavior and interaction with other employees, members, and guest, I will further the goals/objectives of the Washington County Family YMCA and will make a positive contribution to the successful potential of the YMCA.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____