



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUPERIOR DOUGLLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Youth Development Director

FLSA Status: Salaried Exempt

Job Type: Full-Time

Reports to:

Revision Date: 5/30/2024

Summary/Objective

The Superior Douglas County Family YMCA is looking for an experienced, enthusiastic, and engaging leader to fill the role of the Youth Development Director. The Youth Development Director is responsible for overall supervision and leadership of Early Education operations, Camp Tall Pines operations, Kids Club, and other Youth Programming. The Director is responsible for revenue growth, fiscal management, financial development, facility management, hiring, training, and supervision of staff. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image, and core values of the Superior Douglas County Family YMCA are conveyed.

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.

Essential Functions

- Oversees the operations and management of Early Education, Before School Care, Summer Day Camp at Camp Tall Pines, Kids Club, youth programs and family events
- Recruiting, hires, trains, develops, schedules, and directs personnel and volunteers. Reviews and evaluates staff performance. Develops strategies to motivate staff, improve quality of programs, and achieve goals.
- Formulate the annual program budget and expend funds according to institution and state guidelines; ensure that program operates within budgetary parameters established; if circumstances cause budget to exceed or create potential for budget to be exceeded, plan and implement cost reduction sops and arrange for increased funding from sources.
- Prepare and maintain administrative and business reports and records of the all areas of responsibility; record all fee payments and prepare billing, late payments, and follow-up actions when necessary; review income and expense, statistical, and budget status reports to develop and maintain sound financial status of program;

analyze problems in these areas and make recommendations to resolve them or take corrective action; prepare billing reports on program use.

- Develop grant or contract proposals; conduct fundraising activities; implement contracts with childcare funding agencies.
- Conduct and gather data for reporting to different agencies.
- Ensure teachers and aides are current with licenses and/or trainings as required by licensing agencies.
- Oversee the Camp Coordinator, Counselors in Training (CIT), and camp staff. This includes programming happening at offsite locations.
- Act as the liaison between parents and program staff regarding parent or participant concerns and work as the key leader to ensure a safe, fun, and high-quality environment is provided in all areas.
- Assist with the financial development of Annual Campaign.
- Facilitate department revenue growth, and overall enhancement and increase of program services.
- Maintain a superb overall facility appearance and ensure that related equipment is in good working order.
- Recruit and schedule children for the child care center; maintain accurate records on children enrolled in the program to include their development, attendance, immunization, and general health; conduct program registration, and maintain appropriate files and waiting lists.
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

YMCA Competencies

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

Required Education and Experience

- This position requires a bachelor's degree in child development, early childhood education, elementary education, outdoor education or related field. Master's degree preferred.
- Minimum of five years' experience creating, implementing, and managing high quality and large volume childcare programming and facility.
- At least three years' experience in a supervisory role with skills in recruiting, training, and staff management.
- Outdoor Recreation skills knowledge and experience preferred
- A high level of attention to detail and quality of service and facilities. Demonstrated commitment to high standards of customer service.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment
- CPR, First Aid, AED certifications and Child Abuse prevention training (must receive within 60 days)
- Computer skills including proficiency in Microsoft Word, Excel, Office 365, and Outlook.
- Must possess current and valid driver's license as well as personal vehicle for transportation between locations.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

Additional Eligibility Qualifications

- Must be able to pass a Wisconsin Department of Children and Families fingerprint-based background check initially and every five (5) years.

Work Environment and 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.

- The Youth Development Director is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. The center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday, and the Director's hours may vary, but will generally fit within these hours. Extended hours into evenings and weekends may be necessary as needed by the center, kids club or camp.

Travel

Travel will be necessary to Camp Tall Pines and for YMCA meetings and events.

EEO Statement

The Superior Douglas County Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal

law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____