



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Senior Youth and Family Director**

Leadership Level: Team Leader 2

Status: F/T

Reports to: Branch Executive Director

Hiring Range: \$45,000 - \$55,000

FLSA Status: Exempt

Department: Youth and Family

Revision Date: 5/03/2019

POSITION SUMMARY:

Reports to the Branch Executive Director, provides organizational and professional leadership to youth and family programs, directly supervises full- and part-time staff to ensure safety and the delivery of high quality programs. Serves as a resource for all Piedmont Family YMCA staff in the area of youth and family.

ESSENTIAL FUNCTIONS:

- Establishes, directs and evaluates new program activities to expand the program within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
- Responsible for processes, procedures, and implementation of all recruitment, hiring, training, development, scheduling, supervision, and evaluation of full and part-time staff. Engages and equips volunteers to support YMCA programs.
- Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
- Monitors daily operations to adhere to all state, local and YMCA regulations.
- Ensures proper maintenance of facilities and equipment. Secures and schedules facilities.
- Creates and schedules programs that meet the needs of youth, adults, and families.
- Leads marketing of programs.
- Develops and monitors program budget to meet fiscal objectives.
- Assists in YMCA fund raising activities and special events.
- Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Three to five years of experience in youth and family management.
- Meet qualifications of a Program Director as detailed in Regulations for Licensed Childcare in Virginia.
- Within 30 days of hire completion of: CPR/First-Aid/AED certification and YMCA required courses.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Three plus years of experience in delivery of licensed child care and/or camp 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____