



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA TEEN DIRECTOR JOB DESCRIPTION

Job Title: **Teen Director**

Leadership Level: Team Leader

Status: Full-Time

Reports to: VP of Youth Development

Pay Range: \$50k-60K

FLSA Status: Exempt

Department: Youth Development

Revision Date: 3/28/2022

POSITION SUMMARY:

The Teen Director has the primary responsibility for the overall organization, administration, development, supervision, and implementation of the Y's Teen programs and fostering relationships with local middle/high schools.

Responsibilities

- Responsible for organization, administration, development, supervision, and implementation of the Y's teen programs and fostering relationships with local middle/high schools.
- Responsible for the overall guidance and programming under the supervision of the VP of Youth Development.
- Support surrounding communities by providing guidance, programming, and mentorship to young people.
- Deliver quality weekly programming and ensure that programs meet expectations; provide necessary information and statistics for reporting.
- Plan, develop, implement and evaluate all YMCA Teen programs which must include, but are not limited to Y Achievers, Leaders Club, Youth and Government, safety and social networking, educational support, leadership programming, and professional development.
- Ensure a strong focus on character development and diversity, equity, and inclusion throughout teen programming.
- Facilitate, recruit and retain teen involvement for YMCA Signature Programs (CIT, Achievers, Leaders and Youth & Government); manage the roster and drive attendance and quality.
- Establish and maintain relationships with local middle and high schools in the service area to help recruit and retain teens, provide collaboration and meet the needs of each individual community.
- Represent and promote Y programs in the community and at events; Serves on at least one community-based committee to ensure the YMCA is viewed as a leader in serving teens.
- Directly responsible for hiring, coaching, and managing all teen leaders, volunteers, and part-time staff, ensuring compliance with association hiring practices for all positions.
- In collaboration with the VP of Youth Development, develop and monitor an annual budget according to association instructions and ensure successful execution to the plan.
- Perform additional 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:

- Four-year college degree in a related field is preferred.
- Experience in the administration of Teen programs.
- Additional experience in the areas of teen development, and collaborations is required.
- Schedule flexibility is required for weekend evenings
- Meets educational and experience qualifications established by the Virginia Department of Education.
- At least two years of experience working with teens in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead and participate in 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____