FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Director of Youth Development
Leadership Level: Team Leader
Status: F/T
Reports to: Association Director of Youth Development

Salary: $60,000-75,000
FLSA Status: Exempt
Department: Youth Development
Revision Date: 9/16/26

POSITION SUMMARY:

Reporting to the Association Director of Youth Development, the Director of Youth Development manages all Youth Development programs of the Piedmont Family YMCA. The primary programs for the department include:

- Summer Camp (Youth & Teen)
- After School
- Out-of-School Camps (Winter Break, Spring Break, Teacher Workdays)

They will lead a team of five (5) full-time Multi-Site Directors and part-time afterschool/camp counselors, to ensure the best-in-class execution of all youth-serving programs.

The anticipated work schedule for this position is 8:30AM – 5:30PM with some evenings and weekends as dictated by programming.

ESSENTIAL FUNCTIONS:

- Establishes, directs and evaluates licensed school-aged child care programs to expand within the community in accordance with strategic and operating plans under direction of Association Director of Youth Development.
- Develops and maintains collaborative relationships with community organizations.
- Responsible for the overall planning, promotion, and day to day operations for OST programs to include Summer Camp, After School, Summer Learning Academy, etc.
- Oversees the coordination of special events and activities associated with these programs.
- Ensures high-quality programs through innovative program development.
- Responsible for processes, procedures, and implementation of all recruitment, hiring, training, development, scheduling, supervision, and evaluation of full and part-time staff for Youth Development department.
- 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, Child Care Licensing, and YMCA regulations.
- Ensures proper maintenance of facilities and equipment and all program areas are safe, clean, and organized.
- Models relationship-building skills in all interactions. Develops and maintains collaborative relationships.
- Maintains regular, clear, and concise communication within area of responsibility.
- 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:

- At least 21 years old.
- Bachelor's degree in related field preferred.
- YMCA Team Leader certification preferred.
- Meet qualifications of a Program Director as detailed in Regulations for Licensed Childcare in Virginia.
- Three to five years experience in delivery of licensed child care and/or camp programming.
- Demonstrated experience in recruiting, hiring, training, and development of volunteers and staff.
- Demonstrate initiative, effectively prioritize, and possess strong organizational, analytical and project management skills.
- Effective verbal, written, and interpersonal communication skills.
- Strong computer efficiency with intermediate to advanced Microsoft Office skills.
- Requires a positive attitude, high level of initiative and professionalism, and enjoy working in and creating a strong team environment.
- Maintain high level of discretion and confidentiality in all areas.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- High ethical standards and possess strong personal and professional integrity.

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. 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.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The employee must occasionally lift and/or move up to 50 pounds.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____