



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Youth & Family Coordinator**

Leadership Level: Leader 7

Status: F/T

Reports to: Director of Membership

Pay Range: \$40,000-\$45,000

FLSA Status: Exempt

Department: Member Services

Revision Date: 10/19/2022

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA Youth & Family program(s).

### ESSENTIAL FUNCTIONS:

- Promotes a professional work environment through character development by modeling the values of caring, honest, respect, and responsibility.
- Provides leadership and supervision to Stay and Play program, including but not limited to hiring, training, scheduling, supervising, and evaluating staff; program development and implementation; marketing and communication.
- Manages community room rentals, both internal and external.
- Serves as liaison between parents and YMCA.
- Assist with budget development and responsible for meeting budget goals and objectives.
- Oversees Parents Night Out and other family programs/special events at Brooks Family YMCA.
- Coordinates delivery of youth programming to Stay and Play participants through collaborative relationships with branch Program staff, including but not limited to Aquatics, Wellness, Sports, and Youth Development departments.
- Leads through example, working alongside Stay and Play staff in the delivery of program roughly 50%+ of working hours.
- Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
- Responds to all parent and community inquiries and complaints in a timely and professional manner.
- Provides staff leadership for annual fund raising campaign and committees as assigned.
- Maintains proper records/department files.
- Compiles and utilizes program statistics to enhance program and member experience.
- 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:**

- Two years experience in supervision and children’s program delivery.
- Bachelor's degree in related field preferred.
- Minimum age of 21.
- Requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Must be able to bend, stoop, sit and rise from floor, lift and carry 25 pounds.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_

Employee’s name

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Employee’s signature

\_\_\_\_\_

Date