Job Title: **Youth Development Director**
FLSA Status: Full-Time 40 hrs / Exempt
Reports to: Senior Director of Leadership & Inclusion  
Revision Date: 2/13/2023
Salary: $45,000/year

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**POSITION SUMMARY:**
This position supports the work of the Y, through the areas of youth development including but not limited to; OST, Youth Programs, Vacation Camp, & Traditional Summer Camp.

**ESSENTIAL FUNCTIONS:**

**OST/VACATION CAMP**
1. Work closely with the Senior Director of Leadership & Inclusion to create a programmatic schedule for OST & Vacation Camp programs through the school year.
2. Obtains bus certification to assist with transportation goals/initiatives of field trips for OST to the Y’s facility and Outdoor Leadership Center. Works with other departments to ensure bus utilization and schedule of drivers to various programs and sites.
3. Responsible for all aspects of OST & Vacation Camp Programs including supervision of Site Directors, staff and counselors.
4. Creates a quality, educational and enrichment filled program for both OST & Vacation Camps.
5. Develops new youth leadership initiatives, programs and clubs throughout the school year.

**SUMMER CAMP:**
7. Responsible for full oversight as well as program communication to parents and assistance with schedule creation.
8. Hires, supervises and evaluates staff for this camp.

**MAINTENANCE OF AREAS:**
9. Work collaboratively with the Facilities department to ensure bus maintenance and cleanliness.
10. Keep an organized area for OST and camp supplies.

**ADMINISTRATIVE:**
11. Attends Y staff meetings and assists the NCYMCA with Director on Duty responsibilities
12. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
13. Responds to program inquiries in a timely manner.
15. Payroll for each program area.
16. Develops and monitors program budget to meet fiscal objectives.
17. Maintain state standards including DHS accreditation, ACA and Bright Stars.
18. Complete 24 hours of Professional Development yearly.
19. Assists in YMCA fund raising activities and special events.
20. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
21. Other duties may apply as the program grows.

YMCA COMPETENCIES (Team Leader):
Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

QUALIFICATIONS:
1. Bachelor’s degree in education field or equivalent.
2. At least 2 years of management experience.
3. Minimum age requirements may apply; for example, minimum age of 21.
4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS
Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
The Y: We’re for youth development, healthy living, and social responsibility.