



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

IMPACT LIVES



DIRECTOR OF YOUTH PROGRAM FULL TIME

JOB POSTED: June 5, 2017

CLOSING DATE: June 23, 2017

Or when position fills

Benefits Include Health & Dental Insurance and Household Membership

**COMPLETED APPLICATION TO:
Peggy Thomas, Director of Human Resources
Application packet available at the Membership services desk**

Wenatchee Valley YMCA

Job Title: Director of Youth Programs

Status: Full Time

Reports to: Chief Executive Officer

Revision Date: 6/3/17

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 Y youth programs that enhance the developmental assets in children. Director of Youth Programs must be committed to the Wenatchee Valley YMCA mission and the values of: caring, honesty, respect, and responsibility.

ESSENTIAL FUNCTIONS:

1. Directs, manages, and coordinates all aspects of youth programs to fulfill the Y's objectives (with the exceptions of the aquatic and resident camp activities), adhering to all Y health and safety standards and policies. Establishes new program activities and expands program within the community in accordance with strategic and operating plans. Ensures programming that embraces healthy eating and physical activity standards.
2. Recruits, trains, develops, schedules and directs staff and volunteers as needed. Establishes work priorities in achieving strategic and operation plan goals. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Assists in the marketing and distribution of information for such programs.
4. Maintains an active presence in all department program areas providing direct leadership and fostering a culture of open communication.
5. Responds to member, staff, and community inquiries and complaints in a timely manner.
6. Knows, reviews, practices, follows, and makes recommendations to improve safety procedures and practices at Wenatchee Valley YMCA. Inspects facilities and program areas evaluating safety and compliance in accordance with YMCA policies and procedures and/or applicable local, state, and federal regulations.
7. Provides for upkeep of program facilities, certifications, and equipment such as vehicles and belays.
8. Represents and promotes the Y in the local community. Develops and maintains collaborative, positive working relationships with community agencies in service delivery area modeling relationship-building skills in all interactions.
9. Develops, manages, and controls youth program budget. Ensures program fees are collected. Takes appropriate action to correct variances.

OTHER POSITION FUNCTIONS:

1. Coordinates efforts of staff team to ensure the security of the Wenatchee Valley YMCA to protect the safety of the members, staff and the public.
2. Creates a culture of excellence in program delivery and service quality.
3. Maintains clean, attractive, safe and functional facilities that meet or exceed Health Codes and Y standards.
4. Makes ongoing, systematic observations of youth programs and evaluate compliance with Y standards, the code of conduct and child abuse prevention standards.
5. Serves back up driver for Class B and C vehicles and is responsible for the daily upkeep of current buses.
6. Responds to emergency situations.
7. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Recruits and develops volunteers for programming. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives that build both small and big communities. Utilizes Listen First and communicates effectively and appropriately to all audience types.

Operational Effectiveness: Provides others with framework to make decisions. Develops plans and manages best practices through engagement of team. Effectively creates and manages budget. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change by adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has functional and technical knowledge and skills that are up to date: utilizes best practices to perform well.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent combination of education and one to two years related experience preferred.
2. Ability to direct assigned operations including, but not limited to: supervision and development of staff, development and management of budget, marketing and public relations, program development, and volunteer development.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Current CPR and First Aid certifications within 30 days of hire and maintenance of certification required.
5. Criminal background clearance within association standards.
6. Minimum age requirement of 21. Requires insurance approved motor vehicle record, Washington Driver's License, Class B CDL certification, or the ability to become certified within 180 days of hire.

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, communicate using a computer or phone, and move throughout a variety of indoor and outdoor recreational settings. The employee is frequently required to sit and reach during a portion of the day and must be able to move around the environment.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations. The employee must occasionally lift and/or move up to 50 pounds.
- Respond to emergency situations throughout a multi-story building, remote locations, and varying terrain.

EQUAL OPPORTUNITY EMPLOYER: The Wenatchee Valley YMCA is an Equal Opportunity Employer. The Y does not discriminate on the basis of race, creed, religion, color, gender, marital status, age, national origin, or disability, gender (including pregnancy), sexual orientation, gender identity or expression, genetic information, sensory, mental, or physical disability, veteran or military status, religion, the use of a trained dog guide or service animal by a disabled person or other status protected by applicable local, state or federal law.

DISCLAIMER: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The Wenatchee Valley YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "At-Will" and may be terminated at any time by the employee or the employer with or without cause or notice.

SIGNATURE: I have reviewed and understand this job description.

Employee's name

Employee's signature

Date