



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

HOPKINS COUNTY FAMILY YMCA
JOB DESCRIPTION

TITLE:	Director of Youth Services	DEPARTMENT:	Child Care
EXEMPT OR NON-EXEMPT	Exempt	DIRECT SUPERVISOR:	CEO
DATE EFFECTIVE:			
SALARY RANGE:	\$39,000-\$43,000	# PEOPLE SUPERVISE:	Varies

Position Summary:

Under the direction of the Chief Executive Officer and consistent with the Christian mission of the YMCA, the Director of Youth Services is responsible for the development, management and administrative operations of all youth programs at The Hopkins County Family YMCA including but not limited to: before school, after school, preschool, school break camps, summer day camp, and special youth & family events. The Director of Youth Services will implement character development as a chief mission of the YMCA and will personally exhibit a commitment to the goal in all YMCA operations.

Job Qualifications

- Bachelor’s Degree and a minimum of two years successful experience in a supervisory position.
- Current CPR, AED and first aid certification
- TB Skin Test or Health Professional Statement free from TB
- Exceptional human relation skills and professionalism
- Organizational, time management and problem/conflict resolution abilities
- Strong financial development skills and budget management
- Ability to recruit, train and supervise staff in the effective operations of the department.
- Must be attentive to details, be able to work with and meet deadlines, take initiative to develop and provide information & controls necessary for safe and efficient operations.
- Effectively communicate orally and in written form with staff, parents and children.
- Must be able to hold staff and children accountable and carry out disciplinary procedures in a calm manner.
- Ability to work under occasional stressful conditions and ability to work independently

Job Responsibilities

- Assemble a schedule of year-round child care programs
- Ensure development, implementation, maintenance and evaluation of all youth development programs and related activities.
- Align program operations to meet all legal and regulatory requirements
- Secure and monitor all needed transportation
- Ensure all licensing and accreditation requirements are met
- Collaborate and develop a positive relationship with schools and community agencies
- Assign & Schedule child care payments in Daxko
- Review Collections Manager Report on a weekly basis
- Organize & hold quarterly family nights
- Responsible for the development, implementation and tracking of all youth development budgets and sound fiscal management of the entire department and all youth program/activities/events
- Responsible for the supervision and safety of all children within department, including appropriate discipline within established guidelines
- Implement quality control of all youth development programs and activities through the use of all quality management tools
- Directly responsible for securing off-site areas as needed to conduct youth development programs
- Perform additional responsibilities and other duties or activities as assigned by CEO

Cause-Driven Leadership® Competencies

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCAs efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaboration based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.

EMPLOYEE

Date

CEO

Date