 

DULUTH AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Youth Development Director

FLSA Status: Exempt

Job Type: Full-Time

Reports to: Branch Executive

Revision Date: 02/24/22

**Summary/Objective**Under the supervision of the Executive Director, the Youth Development Director is responsible for overall supervision, leadership, and operations for the Cook County Child Care Center and out-of-school-time programs. The Director is responsible for revenue growth, fiscal management, financial development, facility management, hiring, training, and supervision of staff. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image, and core values of the Duluth Area Family YMCA are conveyed.

**Our Culture**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming**: we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

**Essential Functions**

* Overall responsibility for the Cook County Child Care Center.
* Supervise a full-time school-age program coordinator who oversees summer day-camp, after school programs, Kid’s Club, and special events for youth.
* Develop and implement program operating policies and activities as required; develop cost estimates for future program needs.
* Formulate the annual program budget and expend funds according to institution and state guidelines; ensure that program operates within budgetary parameters established; if circumstances cause budget to exceed or create potential for budget to be exceeded, plan and implement cost reduction sops and arrange for increased funding from sources.
* Prepare and maintain administrative and business reports and records of the Center; record all fee payments and prepare billing, late payments, and follow-up actions when necessary; review income and expense, statistical, and budget status reports to develop and maintain sound financial status of program; analyze problems in these areas and make recommendations to resolve them or take corrective action; prepare billing reports on Center use.
* Develop grant or contract proposals; conduct fundraising activities; implement contracts with childcare funding agencies.
* Conduct and gather data for reporting to different agencies.
* Collaborate with Branch Executive, Human Resources, and other Duluth YMCA executives to create and implement retention plans.
* Achieve and maintain NAEYC and Parent Aware accreditation.
* Hire, train, supervise, and oversee the continued development of all Center staff. Ensure teachers and aides are current with licenses and/or trainings as required by licensing agencies. Coordinate with Branch Executive and Human Resources for staffing needs.
* Coach teachers and aides using Y leadership tools and performance improvement plans to ensure teacher and program excellence.
* Act as the liaison between parents and program staff regarding parent or participant concerns and work as the key leader to ensure a safe, fun, and high-quality environment is provided in all areas.
* Collaborate with ISD 166 Special Education employee, food service personnel, and custodians to meet program goals.
* Supervise student interns and volunteers who are assigned to classrooms.
* Assist with the financial development of Annual Campaign.
* Facilitate department revenue growth, and overall enhancement and increase of program services.
* Maintain a superb overall facility appearance and ensure that related equipment is in good working order.
* Recruit and schedule children for the child care center; maintain accurate records on children enrolled in the program to include their development, attendance, immunization, and general health; conduct program registration, and maintain appropriate files and waiting lists.
* Conduct marketing campaigns, maintain public relations with parents, prospective clients, funders, universities, colleges, or community colleges.
* Coordinate with Branch Executive and Human Resources for staffing needs.
* Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y’s commitment to equity and diversity.

**YMCA Competencies**

1. Values: Reinforce the Y’s values within the organization and community
2. Community: Communicate benefits and impact of the Y’s efforts with stakeholders
3. Inclusion: Develop strategies to ensure staff and volunteers reflect the community we serve
4. Relationships: Build and nurture strategic relationships to enhance support of Hermantown
5. Developing Others: Provide tools and resources for the development of others
6. Decision-Making: Integrate multiple thinking processes to make decisions
7. Change Capacity: Create a sense of urgency and positive tension to support change

**Work Environment**

This job operates in a Child Care Center environment and will have access to an office.  The position will interact with children in early learning classrooms daily.

**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.

* The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a full-time position. The Youth Development Director will work a combination of mornings, afternoons, and evenings, with occasional weekend needs based on events. While somewhat flexible, the Director’s weekly schedule will depend on the needs of the Y activities and programming.

**Travel**

At times, travel will be necessary to other office locations for the Duluth Area YMCA and local non-YMCA meetings and events.

**Required Education and Experience**

* Bachelor’s Degree in Early Childhood Education preferred. Similar degree program and/or directly related experience, training, and/or education will be considered.
* Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

**Preferred Education and Experience**

* Experience managing and operating a successful childcare center or related facility.
* Experience as a teacher in a childcare center or related facility.
* Experience with NAEYC and/or Parent Aware accreditation.

**Additional Eligibility Qualifications**

Applicant must be able to successfully pass Minnesota Department of Human Services Netstudy2.0 criminal background check.

**EEO Statement**

The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_