



NORTH PENN YMCA POSITION DESCRIPTION

POSITION TITLE: Youth & Family Director

□ Full Time/Exempt

SUPERVISOR: Branch Executive

GENERAL FUNCTION: The Youth & Family Director is responsible for the daily operations of all youth fitness classes & family programs and the organization, delivery and quality of the School Age Care and summer camp programs. This position may involve early morning, evening and weekend responsibilities. This job is performed to standard when all work is completed accurately and on time, with minimal supervision. This position may involve early morning, evening and weekend responsibilities. This job is performed to standard when all work is completed accurately and on time, with minimal supervision.

QUALIFICATIONS

- Bachelor degree in Education or related field, Bachelor's preferred.
- Requires a minimum of 1 year experience or proof of skills in youth fitness and wellness management and knowledge in management of youth fitness & sports programs
- Requires a minimum of 3 years' experience in child care/education; one year of experience in a supervisory capacity
- Knowledge of child care development, community outreach and budget/fiscal management
- Requires current CPR, AED and Basic First Aid certifications
- Effective Communication; written, oral and through presentations
- Must have strong collaborative work ethic
- Ability to interact with people of all ethnic backgrounds, ages, and lifestyles

RESPONSIBILITIES

- Create, implement and manage the school age care and summer camp programs
- Create, implement, and manage youth fitness classes and family programming
- Coordinates Outreach programs for the youth and family programs
- Ensure safety of all participating in programs
- Secure facilities for program activities and events
- Serve as liaison with school administrators and faculty
- Conduct staff meetings, in-service trainings and perform all supervisory functions, including but not limited to staffing requirements, employment procedures and implementation, and evaluations under the direction of Branch Executive
- Assure that proper records are maintained on staff, facilities, and the like as required for DHS/Health Department/Governmental agency regulations and guidelines.
- Coordinates Outreach programs for the youth and family programs
- Develop information for brochures, publications, news releases and newsletters to promote activities and programs effectively throughout the community
- Models relationship-building skills in all interactions.
- Develops and maintains collaborative relationships with parents, schools & districts, vendors, and community organizations.
- Maintains regular, clear, and concise communication within area of responsibility.
- Serve as Director on Duty as need be
- Develop and maintain programs ensuring quality standards are met; teach as necessary
- Ability to process, understand and respond appropriately to emergency situations
- Maintain quality service by following organization standards
- Maintain facilities and equipment in safe working order; report all concerns and needs
- Assist with Association Annual Gift fund raising including coordination, leadership, attainment of goals, recruiting volunteers and staff with full knowledge of YMCA programs, values and services provided to the community
- Contribute to team effort by accomplishing related results as needed.
- Update job knowledge by participating in educational opportunities; reading professional publications.
- Perform any other functions necessary for the smooth and efficient operation of the North Penn YMCA

EFFECT ON END RESULT

- Must show growth in program participation in the youth fitness & family programming, school’s out and summer camp as measured by enrollment reports
- Display team effort by Branch Executive
- Must show effectiveness by which the department budgets is managed; attain net operating budget objectives
- Must attain fund raising objectives established for assigned Annual Gifts Team
- Professional growth is obtained and evident by participation in workshops and in obtaining the necessary certifications in programs and management areas

WORK ENVIRONMENT REQUIREMENTS

- 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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Ability to perform the following sensory and communicative activities adequately: hearing and seeing; reading, writing, and speaking English fluently.

Having read and understood my job description, I agree to fulfill my responsibilities as an employee of the North Penn YMCA, and will carry out my duties promptly in a courteous, polite and cooperative manner.

Effective Date of Employment: _____

Employee’s Signature

Date

Branch Executive Signature

Date