



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

## **ALEXANDRIA AREA YMCA YOUTH DEVELOPMENT DIRECTOR**

Job Title: Youth Development Director

Job Type: Full-Time

FLSA Status: Non-Exempt

Reports to: Executive Director

Revision Date: August 2023

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### **POSITION SUMMARY:**

The Alexandria Area YMCA is seeking a cause-driven and passionate program director to make a difference in the lives of children and youth in our community. Under the supervision of the Executive Director, the Youth Development Director directs and oversees the administration and operations of all youth & family programs, including youth sports, youth enrichment, summer day camp and school age child care, Kid's & Parent's Nights Out, teen, and special event programs, while ensuring a positive, safe, enriching environment, in accordance to YMCA core values and mission.

### **ESSENTIAL FUNCTIONS:**

1. Develop, enhance, lead, and oversee exceptional youth programs that develop social-emotional skills, foster achievement, support academic growth and provide enrichment.
2. Recruit, hire, train, develop, schedule, and direct personnel. Review and evaluate performance.
3. Recruit, train, and support cause-driven program volunteers.
4. Develop and manage department budget, including timely and accurate forecasting and analysis, ensure the department operates in a fiscally sound manner and achieves financial goals.
5. Develop and foster relationships with administration at current off-site locations, and explores potential new sites for greater program impact.
6. Ensure the organization meets and upholds all youth protection responsibilities and serves as a Praesidium Guardian co-champion.
7. Recruit advisors and volunteers, create a program framework, recruit and prepare students, and launch Youth and Government™ program.
8. Create a program framework for after-school school age child care programming, explore and select offsite location for school-age child care and launch school age child care.
9. Represent and promote the YMCA in the local community and develop positive working relationships with other organizations, businesses, and governmental entities. Actively participate in community, youth-serving or school-related committees.
10. Ensure the cleanliness, safety and maintenance of all program facilities and equipment.
11. Other duties as assigned.



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### **YMCA CAUSE-DRIVEN LEADERSHIP COMPETENCIES (TEAM LEADER):**

Engaging Community: Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.

Functional Expertise: Executes superior technical skills for the role.

Volunteerism: Engages volunteers and promotes social responsibility at all levels of the organization.

Fiscal Management: Manages the Y's resources responsibly and sustains the Y's nonprofit business model.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Program & Project Management: Ensures program or project goals are met and intended impact occurs.

### **QUALIFICATIONS:**

1. Bachelor's degree in education, social services, recreation or equivalent.
2. One to three years' experience working with youth in organized settings.
3. Proven ability to lead and direct programs through supervision of staff and volunteers.
4. Experience operating in a complex, multi-faceted organization.
5. Strong interpersonal, verbal and written communication skills, including the ability to make presentations, and develop authentic and deepened relationships.
6. Excellent personal computer skills and experience with standard business software.
7. Strong time management and organizational skills, with the ability to meet deadlines, manage multiple tasks and balance shifting priorities.
8. YUSA Leader and Team Leader Certification required within 90 days of hire.
9. CPR/AED and Basic First Aid (required). Training can be provided upon hire and must be obtained within 30 days.
10. Possess a valid driver's license and the ability to travel locally.

### **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.

1. Ability to work irregular work hours at times, including occasional weeknight evening duty.
2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Exposure to communicable diseases and bodily fluids.
4. Must be able to lift equipment weighing up to 50 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate.
8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

### **SIGNATURE:**

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_