



Job Title: Youth Development Director

FLSA Status: Exempt

Reports to: Senior Program Director

Revision Date: 07/13/20

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**Position Summary:**

This position is responsible for day-to-day general administration of the program including responsible for all children, staff supervision, budgeting, expense control, income generation, program development and quality control, community relations, collaborations and long-range planning. The Youth Development Director also provides direction and leadership for the achievement of Association goals in accordance with the policies, procedures and standards established by the Board.

**Essential Functions:**

1. Administer and lead the total operation of the School Age, Summer Camp and Preschool Program sites including the interpretation and execution of established policies, the development of procedures and methods, staffing, evaluation of the effectiveness of the programs and operation.
2. Nurture children by designing lesson plans that include purposeful programming that develops social-emotional skills, fosters achievement, supports academic growth and provides enrichment.
3. Ensure the safety and maintenance of high-quality facilities, grounds, and equipment including keeping supplies organized, maintain and clean facility and care for equipment.
4. Promote and monitor membership and/or program growth, taking a leadership role in membership cultivation and retention.
5. Create a nurturing and safe environment by reporting suspicious activity that may lead to child abuse or may violate the code of conduct. Ensure staff is facilitating engaging and age appropriate activities. Responsible for maintaining all records and data on each child, employee and volunteer.
6. Responsible for effectively handling all emergency incidents and submitting proper documentation that may occur in YMCA program, using mature, sound judgment.
7. Implement bi-weekly/monthly planning sessions with staff to include awareness and understanding of YMCA programs, services, and customer service skills.
8. Assist in preparing annual dept. budget.
9. Recommend adjustments and administer the budget, exercising necessary expense controls and revenue production.
10. Responsible for reporting monthly balances to Sr. Program Director.
11. Represent and promote the YMCA in the local community and develop positive working relationships with other organizations, businesses, and governmental entities, focusing on site locations where program is hosted.
12. Promote and communicate the objectives and programs of the YMCA through public communication media.
13. Actively participate in school-related committees such as SAC or PTA.
14. Serve as a member of management and support the objectives of the YMCA.
15. Establish positive rapport with children, parents, staff, coworkers, volunteers and school personnel.
16. Advance our work in Youth Development, Healthy Living, Volunteerism and Philanthropy.
17. Incorporate Living Our Cause into work products and behavior.

***Our Mission***

*To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

Kankakee Area YMCA • 1075 N. Kennedy • Kankakee, IL 60901 • (815) 933-1741



### YMCA Competencies (Team Leader)

- **Relationships**–Builds authentic relationships in the service of enhancing individual and team performance to support the Y’s work.
- **Communication**– Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others** Recognizes and acts on the need to continually develop others’ capabilities to attain the highest level of performance possible.
- **Project Management**– Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating progress.
- **Quality Results** Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
- **Emotional Maturity** Demonstrates effective interpersonal skills.

### Qualifications:

1. Bachelor’s Degree in related field or equivalent experience plus:
  - 60 college credits with 18 credits in a child related field
  - 1,560 hours of experience in a child related field
2. Experience in childcare related field.
3. Experience preferred in one or more of the following areas: arts & crafts, songs/music, sports, aquatics, recreational games, etc.
4. At least 21 years of age
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 60 days of hire date.
6. Previous experience with diverse populations preferred.

### Physical Demands:

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other responsible business-related duties if requested by the immediate supervisor or CEO. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

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Employee Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date