



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Program Coordinator II – Youth Development Site Director**

Status: Full Time NON- Exempt | Split Shift Position

Department: Youth Development

Reports to: CEO

Revision Date: May 24, 2023

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The **Early Learning & Child Care Director** oversees the development and operations of the overall youth development program and each program site, ensuring the program meets its intended goals. **Early Learning & Child Care Director** maintains high-quality YMCA youth development programs including childcare program(s), preschool programs, family programming and develops new programs to bridge gaps within our community and tristate area.

### 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:

The fun work of this position includes but not limited to the following:

1. Lead and manage daily operations for out of school licensed programs including before and after school and summer day camp.
2. Directly responsible for the day-to-day safety and well-being of all children enrolled in the program.
3. Manages, directs, and coordinates school age programming including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in the program; securing, scheduling, and maintaining the needed facilities; creating and scheduling the activities or events; and maintaining program records or files.
4. Ensures high-quality programs and services meet community needs.
5. Assists in the marketing and distribution of program information.
6. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboard and develops the team for success. Insures appropriate staffing coverage with qualified youth development associate, Lead Camp Counselors and Assistant Camp Counselors.
7. Models relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents and caregivers, and community organizations (e.g., state child care licensing agency, school district staff and administration) to maximize program impact and drive overall outcomes; maintains regular, clear, and concise communication within the area of responsibility.
8. Responds to all agency, parent and community inquiries and complaints within 24 hours.
9. Provides for the upkeep of assigned program facilities and equipment and ensures the physical environment supports a safe and thriving environment.
10. Execute sound administration and management to increase program quality and sustainability; promote financial accountability and viability.
11. Demonstrate compliance with applicable laws, regulations, licensure, and accreditation.
12. Assists in YMCA organizational events.

**The Y: We strengthen the community through youth development, healthy living, and social responsibility.**

# NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Program Director – Youth Development Site Director**

13. Engage the YMCA Advisory Committee.
14. Performs other duties as assigned.

## YMCA COMPETENCIES (Team Leader):

- Communication & Influence
- Program/Project Management
- Developing Self & Others
- Innovation

## QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. Three to Five years related experience preferred, as a coordinator or supervisor of childcare programs/centers.
3. Five to ten years of related experience required within youth development – specifically School Age.
4. Minimum age requirement of 21.
5. Typical requirements within 60 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens and any other filed related training.
6. Fulfillment of state-specific hiring standards and completion of YMCA program-specific certifications within the youth development and childcare.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

## 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.
- The employee needs sufficient strength, agility, and mobility to perform essential functions and to safely supervise program activities.
- 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 25 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 and can sometimes be loud.

## SIGNATURE:

Today's date: \_\_\_\_\_

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

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Supervisor's signature