

Youth and Family Director

We are currently looking for a dynamic, cause-driven leader to serve as our next Youth and Family Director at the Malden YMCA. This position is responsible for identifying and meeting the community needs and addressing them through youth and family focused programming. The Director will also support general Y programs within the organization while consistently anticipating member needs. The Director is responsible for creating and implementing programs that support our membership and community.

Qualifications

- Bachelor's degree in related field or equivalent; preferred (not required).
- One to two years supervisory/management experience.
- Demonstrated knowledge of youth, teen and family programs and implementation
- Ability to work in a fast pace environment with team members focusing on creating, implementing, and evaluating age appropriate activities.
- Highly developed organizational skills
- Professional oral and written communication skills
- Highly motivated and consistently self-driven
- Ability to build a quick rapport and develop effective relationships with participants and membership
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Demonstrated ability to multi-task and adapt to changing needs
- Typical requirements within 30 days of hire completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.

Physical Demands:

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the program).
- While performing duties of this job, the employee may be required to use a computer and be ready to communicate using a computer or electronic device.
- The employee must occasionally lift and/or move up to 50lbs.

Essential Functions:

1. Directs and supervises activities to meet the needs of community and fulfill YMCA objectives.
2. Establish new program activities and expand programs within the community in accordance with strategic and operating plans
3. Communicate with members and program participants on a regular basis to ensure program quality
4. Recruit, hire, train, develop, schedule and direct staff and volunteers as needed. Review staff performance. Develop strategies to motivate staff and achieve goals.
5. Organize and schedule program registrations.
6. Responds to all agency, parent and community inquiries and complaints in a timely manner.

7. Organize special events such as Kids Night Out, Family Night Out, Teen Nights and special theme events.
8. Ensure programming is at times that meet the needs of the community members which includes nights and weekends.
9. Supports membership and facility operations through facility tours, direct support in adult, child care and food programs.
10. Assists in YMCA fundraising activities and special events.
11. Monitors and evaluates the effectiveness of programs.
12. Develops and maintains genuine relationships with participants and agencies.
13. All other duties as assigned by Supervisor.
14. Promote and represent the mission and core values of the Mystic Valley YMCA

Program Specific Duties

Youth and Family

- Expand pre-school, youth, teen and family programs within the community.
- Assists in the marketing and distribution of youth and teen program information, organize and schedule program registrations.
- Provide 15 – 25 hours of direct program support
- Secures and schedules facility for program activities and events.
- Organizes and coordinate monthly activities and events; such as Family Fun Night and Parents Night Out.
- Monitors and purchases other necessary equipment.

Work Schedule: Tuesday – Saturday; this position may require availability to work flexible hours including evenings, weekends and holidays as needed.

Salary: \$48,000 – \$52,000 (depending on education and experience)