



Central Coast YMCA

JOB DESCRIPTION

JOB TITLE: Youth Development Director

EXEMPT: Non-Exempt

SCHEDULE: Full-Time

REPORTS TO: Executive Director

DATE: May 12, 2025

Position Summary

The Youth Development Director is responsible for providing strategic and operational leadership for YMCA Child Care and Camp programs. This role ensures alignment with the Central Coast YMCA's mission and policies, overseeing key functions including program development, budget management, staff supervision, volunteer engagement, community relations, and facility oversight.

Essential Duties and Responsibilities

1. Program Administration

- Lead Child Care and Camp programs to provide a safe, engaging, and nurturing environment for children and staff.
- Maintain administrative systems that support effective program operation and reporting in accordance with YMCA standards.

2. Fiscal Management

- Achieve budget goals and manage all related account lines.
- Monitor the supply of inventories and place timely orders for Child Care and Camp needs.

3. Volunteer Engagement

- Identify, recruit, and engage volunteers in program support.
- Provide staff support for special event committees.

4. Staff Supervision & Development

- Oversee all phases of the employee lifecycle: recruitment, orientation, training, performance management, and recognition.
- Conduct regular staff meetings and one-on-one supervision to ensure goal alignment and performance tracking.
- Lead branch-specific training to align with YMCA program standards.

- Create and implement a standardized onboarding process for all department staff.

5. Participant & Member Satisfaction

- Ensure a high level of satisfaction among participants, families, and volunteers.
- Distribute and analyze evaluations and use feedback to improve program quality.

6. Facility Oversight

- Ensure all program spaces and facilities are operated in a clean, safe, and efficient manner, involving staff and volunteers in maintenance.

7. Public & Community Relations

- Serve as a YMCA ambassador in the community, building strong relationships with local leaders, public agencies, and media outlets.
- Lead the development and execution of department marketing and public relations strategies.

8. Program Strategy & Development

- Contribute to long-range (5-year) and short-term (1-year) strategic planning at the branch level.
- Evaluate and improve existing programs, collaborating with partner organizations to increase community impact.
- Plan and deliver family engagement events and activities.

9. General Duties

- Actively participate in Central Coast YMCA and branch staff teams.
- Engage in ongoing professional development in collaboration with the Senior Program Director.
- Uphold safety procedures and encourage others to maintain a safe work environment.
- Embrace and promote the YMCA's mission and core values in all aspects of work.
- Perform other duties as assigned.

Qualifications

Education & Experience

- Bachelor's degree in recreation or a related field is strongly preferred.
- Minimum of three years of experience working with youth programs or a combination of education and experience that demonstrates the ability to succeed in this role.
- Proven leadership and supervisory experience.

Language & Communication Skills

- Ability to read, interpret, and apply information from business and professional sources.
- Proficient in writing reports, policies, and professional correspondence.
- Strong verbal communication and presentation skills, with the ability to engage a wide range of audiences.

Mathematical & Analytical Skills

- Proficient in basic math and budgeting.
 - Strong problem-solving and decision-making skills with the ability to collect and analyze data to inform conclusions.
-

Technical & Administrative Skills

- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Access), WordPerfect, and internet research tools.
 - Skilled in office systems, filing, and communication equipment.
 - Ability to set priorities, manage multiple tasks, and meet deadlines.
-

Personal Attributes

- Team-oriented, self-motivated, and able to work independently.
 - Enthusiastic, dependable, and flexible with a positive attitude and sense of humor.
 - Strong alignment with the YMCA mission and core values: caring, honesty, respect, and responsibility.
 - Professional appearance and conduct, with policies in place regarding visible tattoos and body piercings.
-

Certifications & Requirements

- CPR and First Aid Certification (or ability to obtain).
- Background clearance and completed health screening with TB test.

- Willingness to work occasional evenings, weekends, and special events as required.
-

Physical Demands

- Regularly required to talk, hear, stand, walk, sit, and use hands.
 - Must occasionally lift and/or move up to 35 pounds.
 - Approximately 30% of time will involve computer use.
 - Requires close, distance, color, and peripheral vision.
-

Acknowledgment

I acknowledge that I have received, read, and understand the contents of this job description. I agree to clarify any questions I may have with my supervisor.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____