



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Youth Development Coordinator
Branch: Lincoln County
Reports to: Sr. Youth Development Director
GL: 01-07-04-2110

Department: Preschool & YKids
FLSA Status: Part-time
Job Grade:

POSITION SUMMARY:

Under the direction of the Sr. Youth Development Director and consistent with the Christian mission of the YMCA, the Youth Development Coordinator is responsible for the day-to-day administration of Youth Development programs including the Ykids, Kids Night Out, and Preschool Programs.

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.

PRINCIPLE RESPONSIBILITIES

1. Supervision of Ykids, Kids Night Out, Kids Morning Out.
2. Supervision of Preschool Program.
3. Research, development and implementation of additional youth development program and services.
4. Overall responsibility for producing quality program experiences and day-to-day management of assigned program areas and associated staff.
5. Work collaboratively with the Sr. Youth Development Director and offer input in the development of departmental budgets including revenue generation and expenditure management.
6. Recruit, hire, train, supervise and evaluate staff for assigned program areas.
7. Run all program areas in accordance with YMCA quality standards. Ensure that program standards and quality guidelines are met or exceeded.
8. Market & promote all programs and YMCA offerings at community-based events.
9. Ensure Ykids and Preschool programs consistently meet the quality standards set by supervisor.
10. Support and participate in all aspects of the member experience as well as the Association's strategic goals.
11. Maintain adequate records to evaluate, control, and measure the effectiveness of assigned areas of responsibility.
12. Uphold current facility maintenance standards in all major areas of responsibility.



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Additional Responsibilities:

1. Ensure collaboration with marketing team for program promotion.
2. Participate in and provide leadership for the Annual Campaign in all assigned areas.
3. Represent the YMCA and maintain appropriate relationships with area organizations, community leaders and businesses.
4. Carry out special projects and other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to improving lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement or team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EDUCATION & SKILL REQUIREMENTS:

1. Must have a high school diploma or equivalent.
2. Must be at least 18 years of age.
3. Minimum of 2 years of proven supervisory experience in Youth Program Development.
4. Must have documented experience working with children in an early childhood setting or children under 14 years of age.
5. Positive role model with leadership, communication, and organizational skills.
6. Must be capable of serving in a leadership capacity in the absence of the Program Coordinator.
7. Have basic knowledge of: Supervision of staff and volunteers, Creative program planning, Development and management of budgets as well as financial development.
8. Solid Interpersonal/Public Relations skills; ability to relate to members, volunteers, external entities, and other YMCA staff.
9. Ability to develop and execute short and long term plans with a high degree of quality, effectiveness, and professionalism.
10. Ability to maintain confidentiality.
11. Must demonstrate emotional maturity, well versed in conflict management/resolution and workforce readiness
12. Must have basic understanding of YMCA policies, procedures and program development and evaluation.
13. Excellent writing skills and ability to independently compose correspondence.
14. Must be organized and well detailed