

**YMCA of the Greater Tri-Cities  
JOB DESCRIPTION**

JOB TITLE: Director of Youth Development  
FLSA TYPE: Exempt  
SALARY RANGE: \$55,000-\$75,000

REPORTS TO: Executive Director  
DATE REVISED: 4/2022

**GENERAL FUNCTION**

Under the direction of the Executive Director, the Director of Youth Development has a primary impact in the overall success and effectiveness of the YMCA of Greater Tri-Cities School-Age Child Care (SACC) & Early Childhood Learning programs. In order to implement a high quality, developmentally appropriate child care program the Director of Youth Development will follow the rules put in place via the YMCA and Washington State guidelines.

Critical areas of expertise include: leading others and working in teams, highly organized multi-site management, delivering and managing robust programs, focusing on quality, proven results in growth in programs, successfully overseeing part-time and entry-level teams and interviewing, hiring and onboarding staff.

**QUALIFICATIONS**

Must be 21 years of age or older	Current First Aid/CPR Training	YMCA Child Abuse Prevention (CAP) certification required*
Bachelor's Degree in Human Development or Child Related Field	MERIT/STARS <ul style="list-style-type: none"> <li>▪ STARS 30-hour basic training</li> <li>▪ 10 hours of continuing STARS training each subsequent year</li> </ul>	
TB test (up to 12 months prior to employment)		Attend a department (DCYF) orientation
Cleared Portable Background Check including fingerprints if required by DCYF		Bloodborne Pathogens (HIV/Aids) Training*
Three letters of reference	Food Handlers Permit	Resume
5 years Director level experience in child care	Orientation Checklist completed and signed*	Must be able to meet state licensing requirements for child care workers
* Provided by the YMCA		

**JOB REQUIREMENTS**

- Have demonstrated knowledge in:
  - Behavior management specific to school-age children and Early Childhood
  - Program management
  - School-age and Early childhood activity planning and coordinating
- Physical Requirements
  - Be able to lift 30 lbs
  - Be able to sit on the floor and participate in regularly scheduled active games
  - Participate in cleaning activities such as sweeping, mopping, wiping
- The Director of Youth Development must:
  - Have the understanding, ability, physical health, emotional stability, and good judgment to meet the needs of the children in care.
  - Great written and oral communications skills, following proper grammar and spelling.
  - Be able to understand, develop and adhere to a budget.
  - Be organized.
  - Be comfortable speaking in front of groups of people.

**PRINCIPAL ACTIVITIES**

1. Ensure compliance with state and local regulations as they relate to both Early Learning and School-Age. Certify that program standards are met and health and safety procedures are followed.
2. Hire new staff for both Early Learning and School-Age as well as train, motivate and evaluate all staff. Have direct supervision of all staff and directors within both programs.
3. Assist with the development of informational materials and brochures as needed for promotions and PR uses. Also, assist in the development of special events and activities.
4. Help to maintain updated program information and schedules for Break Camps, School-Age Child Care and Early Learning Programs. Ensure effective communication of information with parents, participants and YMCA Staff.

5. Oversee program planning, ordering of supplies, curriculum, snack, and field trips. Facilitate daily activities utilizing staff, child and family input.
6. Assist in the Identification and resolution of problems with staff or families to ensure programs are meeting YMCA goals and community needs.
7. Follows YMCA policies and procedures, including those related to medical, disciplinary situations, child abuse prevention and emergencies.
8. Develop and implement the program budget for both School-Age Child Care and Early Learning programs.
9. Assist with grant writing and administration for both School-Age and Early Learning Programs.
10. Create schedules and complete timesheets for both School-Age Child Care and Early Learning programs.
11. Support high quality programs through innovative program development with STEAM, Creative Curriculum and After School Upgrade through the YMCA of the USA.
12. Manage staff meetings for Program Directors, Site Coordinators, all school-age staff, and all early learning staff. Bring in or address ongoing training areas for improvement with all staff. Attend Directors meetings or other field related trainings as necessary for personal or program growth.
13. Create and distribute registration packets and parent handbooks for both Early Learning and School-Age Child Care programs. Communicate with fellow departments on registration dates and site availability prior to registration beginning.
14. Focus on specific safety and risk management practices to ensure safe programs and facilities.
15. Fulfill the responsibilities of the Early Learning Directors or School-Age Child Care Directors when they are not present.
16. Other duties as assigned.

#### EFFECT ON END RESULTS

This position is responsible for following YMCA policies and procedures to work with both staff and customers to ensure that the SACC and Early Learning programs of the YMCA of the Greater Tri-Cities operates in a smooth and professional manner.

#### EQUAL OPPORTUNITY EMPLOYER

The YMCA of the Greater Tri-Cities is an Equal Opportunity Employer. The YMCA of the Greater Tri-Cities does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, marital status, age, national origin, disability, or status as a protected veteran.

#### YMCA OF THE GREATER TRI-CITIES MISSION

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We promote the four YMCA core values of caring, respect, honesty and responsibility. We build strong kids, strong families, strong communities. The Y is for youth development, healthy living, social responsibility.

#### DISCLAIMER

The position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The YMCA of the Greater Tri-Cities reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "At-Will" and may be terminated at any time by the employee or the employer with or without cause or notice.

I have read and understand the above statements. I will perform the above duties to the best of my ability.

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Employee Signature

Date