



## **Youth Development Director**

City of Elmhurst

**Contact Name:** Richard Harper  
**Contact E-mail:** rharper@ymcachicago.org  
**Contact Phone:** 312-440-2444  
**Closing Date:**  
**Salary:** \$50,000

### **Description:**

**Make a difference in your community - the Elmhurst YMCA is now hiring a Youth Development Director!**

The **Youth Development Director** is a leadership role that makes a lasting impact. This position is responsible for ensuring that assigned youth development programs, which may include summer day camp, drop-in childcare, before-and-after school care, and/or teen programming; meet program standards in accordance with all applicable licensing and funding requirements. This role is also responsible for enhancing the member/participant experience and retention, optimizing program enrollment and revenue, and managing program budgets. The **Youth Development Director** manages, leads and develops team members and ensures a safe environment for all participants and staff.

***Salary range for this position starts at \$50,000 per year with full-time benefits and opportunities to grow within the organization.***

**Our staff is the Y's greatest asset. Our teams provide valuable skills, knowledge, and passion that is essential to the contribution and positive impact in our communities, which is why we offer Y employees numerous perks and benefits, including:**

- Comprehensive benefits package for eligible employees
- Be part of a team that is passionate about building and sustaining an inclusive and equitable environment for all staff, volunteers, and members
- Do meaningful work and contribute to the advancement of the YMCA vision by meeting the needs of the people in our communities
- Complimentary Adult YMCA membership and an employee discount on select programs
- Career advancement opportunities - grow your career at the Y!

### **Responsibilities:**

**Program Management**

- Ensures the member/participant experience is consistent, integrated and aligned to YMCA goals for youth programming and participant experience, engagement and retention.
- Identifies and promotes key drivers of a successful program experience.
- Adapts and creates tools and processes to enhance participant experience.
- Increases member/participant connection and commitment to YMCA programs.
- Monitors program registration goals to understand trends and identify means for development.
- Adapts and customizes program portfolio and curriculum to meet community needs.
- Optimizes program capacity and enrollment goals.
- Participates in special events and activities at YMCA sites and within the community.
- Promotes programs in the community through multiple channels including community engagement strategy. (This includes collaborating with peers and leaders in and outside the Y.)
- Ensures program safety and compliance according to program standards.

### **Team Management Responsibilities**

- Identifies hires, manages and motivates a high-performing team that accomplishes program objectives.
- Coaches and mentors staff to support them in delivering safe, engaging and well-organized program services.
- Trains new staff and provides ongoing trainings in accordance with training designs.
- Facilitates all-staff meetings and in-services.
- Responsible for ensuring staff are compliant with required trainings and certifications.
- Recruits and trains volunteers to meet the needs of the programs.
- Evaluates volunteer work and strategy to ensure volunteers are used appropriately.

### **Fiscal and Risk Management**

- Manages program budget, including revenue and expenses, to meet financial targets and monitors financial performance.
- Oversees maintenance of table files, program guides and online registration site to ensure accurate information is advertised.

### **Minimum/Preferred Requirements:**

- Bachelors Degree or equivalent or higher in Elementary Education, Recreation Management, Early Childhood Education or a related field.
- 3 to 5 years or more experience in youth and family programming providing high-quality experience to program participants, with at least 3 years of supervisor or team leadership experience.
- Commitment to, and a passion for, the YMCA of Metro Chicago's mission.
- Budget and expense management experience with the ability to assist in managing budgets to plan.
- Demonstrated interpersonal skills with the ability to effectively build and maintain relationships with customers, team members and other stakeholders and constituents.
- Intermediate proficiency in Microsoft Office (Word, Excel), email; ability to learn and adapt to new technology.
- Demonstrates evidence of YMCA Team Leader competencies in previous experience or practice.
- Meet physical qualifications required as outlined in job description.
- The YMCA will provide reasonable accommodations for persons with disabilities.

**Child Abuse Prevention** - Supports the YMCA's commitment to child abuse prevention by:

- Reporting any items that may provide a health or safety hazard to staff, members or guests to your supervisor
- Following all policies and procedures related to keeping children safe in our facilities and programs, including those related to the monitoring and supervision of children
- Reporting any suspicious behavior and violation of policy and procedures to your supervisor
- Completing all child abuse prevention training as required

Qualifications

Behaviors

**Preferred**

**Detail Oriented:** Capable of carrying out a given task with all details necessary to get the task done well

**Leader:** Inspires teammates to follow them

Motivations

**Preferred**

**Ability to Make an Impact:** Inspired to perform well by the ability to contribute to the success of a project or the organization

**Growth Opportunities:** Inspired to perform well by the chance to take on more responsibility