Regional Base Director  
(Before and After School Enrichment)

Youth Development

As a core value and focus of the YMCA of Greater Pittsburgh, our Youth Development staff play an integral role helping kids of all ages reach their full potential by supporting their unique needs. From summer camp to before/after school care to child watch, it is important that every child who visits a YMCA benefits from a valuable learning experience.

Our staff members — of all ages and from diverse backgrounds and life experiences — enjoy the personal satisfaction that comes from nurturing the potential of youth and teens, improving people’s health and well-being, and providing support to our neighbors. Watch the videos below to hear what some of our employees say about working at the YMCA of Greater Pittsburgh!

GENERAL FUNCTION:
The Regional Child Care Director will have responsibility for developing a strategic vision and plan for before and after school programs throughout the region. This includes oversight of budgets, fundraising, leadership (i.e. staff and volunteer) development, planning, communications, and projecting and achieving program operational goals. This position will also be primarily responsible for the recruitment, supervision, training and development for before and after school Staff. The regional child care director responsible for leading staff in the progression and implementation of the Keystone STARS requirements and problem solves to overcome potential challenges specific to individual programs.

Additionally, this position is responsible for creating new and innovative programs that meet the needs of the community. The regional child care director is responsible for integrating YMCA USA youth development best practices in applicable programs and serving on relevant Association committees to enhance leadership skills and youth development programs.

REQUIRED CORE COMPETENCIES FOR ALL POSITIONS

- **Resource Developer** – Tell the YMCA story in a compelling way that influences others to donate both time and resources to support the YMCA mission and strategy. Staff must be able to articulate how the YMCA is a charitable organization.

- **Property/Facility Management** – Ensures upkeep of YMCA property so as to perform job in a safe and efficient manner while being environmentally conscience.

**Core competencies critical to position**

- **Finance** Institutes sounds accounting procedures, investment policies, and financial controls.
- **Philanthropy** Secures resources and support for all philanthropic endeavors.
- **Quality Results** Assigns clear accountability and ensures continuous improvement.
- **Staff Development** Fosters a learning environment embracing diverse abilities and approaches.
- **Functional Expertise** 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.
QUALIFICATIONS:
- A Bachelors degree with an emphasis on Education, or related field
- Organizational/Multi-Team Leader Certification preferred
- 5-7 years of successful and increasing experiences in operational growth
- 5-7 years previous experience with state child care licensing

GENERAL RESPONSIBILITIES:
- Maintaining a high standard of accountability and transparency in leadership is essential.
- Facilitates quality results in operations while working through the staff on service delivery. These may include: child care licensing, safety guidelines and adhering to child care required ratios.
- Ensures that systems and processes support the revenue growth projections of the Association.
- Develops, administers and evaluates the annual branch objectives.
- Monitors the achievement of these objectives through measurable outcomes, taking appropriate action to see they are met.
- Recruits, employs, develops, supervises, evaluates and terminates (when needed) staff and volunteers while being fiscally responsible and within budget limitations.
- Evaluates current programs and class participation to expand or discontinue classes based on customer satisfaction and member retention.
- Works with and through Association leaders and other executives.
- Develops appropriate succession planning strategies for both staff and volunteers
- Demonstrates the "Character Counts" values of caring, respect, honesty and responsibility in all your dealings with members, guests, volunteers and fellow staff, and the community-at-large.
- Participates in training and abide by the policies of the YMCA of Greater Pittsburgh.
- Assists in the maintenance of a clean and safe facility.
- Provides a cohesive approach to customer service and training that directly impacts the end user's commitment and personal growth.
- Builds a culture of service delivery that is reflective of the Y mission and responsive to member issues and needs.
- Assists in forming community partnerships to expand Y without Walls concept.
- All other duties as assigned

The complexity of this position requires a person with a proven track record of sophisticated executive management that includes the ability to articulate the Y’s mission and charitable purpose, cultivate relationships, and seek collaborative opportunities within the community. Our next leader must possess the capacity to not only embrace change, but lead it.

Physical Working Conditions:
While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must be able to lift up to 25 pounds. The employee may be exposed to weather conditions prevalent at the time. The noise level is usually minimal to moderate.

☐ Position requires travel to and from surrounding branches as well as out of state travel for training and special events.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Greater Pittsburgh reserves the right to review and adjust this job description as business needs dictate.

Salary: Min: $43,645  Midpoint:$54,557
Internal candidates send resume to: exyregionalbase@ymcapgh.org

Deadline: February 23, 2018 @ 5:00pm