Family and Youth Program Director II  
(Level based on budget responsibility/accountability)

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 Family and Youth Program Director will have responsibility for developing a strategic program vision as well as direct hands on program implementation for day camp, teen programs and family programs throughout the region. This includes a combination of being in ratio, administrative duties and direct supervision of part time staff. The regional Family and Youth Program Director is responsible for leading staff in the progression and implementation of state and local requirements for each branch in the region and problem solving to overcome potential challenges specific to individual programs.

The Family and Youth Program 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.

Essential Administrative Duties 60%:

- Provides direct supervision of part time staff and volunteers.
- Recruits, employs, develops, supervises, evaluates and terminates (when needed) staff.
- Hire and engage staff that are reflective of the community demographics where possible to support inclusion and the social responsibility pillar of the Y.
- Participates in training and abide by the policies of the YMCA of Greater Pittsburgh.
- Creates monitors and manages revenue and expenses related to program budget.
- Collaborates and assists in forming community partnerships to expand the Y without Walls concept into the broader regional community.
- Assist in fundraising events and projects for the region and/or association.
- Monitors the achievement of the program objectives through measurable outcomes, taking appropriate action to see they are met.
- Leads with customer service as a priority.
- Collaborates with branch leadership, branch staff, day camp staff and camping services staff.

Essential Program Development & Implementation Duties 40%:

- This position is responsible for creating new and innovative programs that meet the needs of the community. This includes participating in program events/activities including evenings, weekends and outside/indoor events (i.e.: camp outs).
- Evaluates current programs and class participation to expand or discontinue classes based on customer satisfaction and member retention.
- Maintains a high level of knowledge on innovative techniques and programs to keep the Y at the forefront of youth and family programs.
- Travel to and from various branch sites and distributes time efficiently and effectively among service areas.
- Facilitates quality results in operations in collaboration with staff providing service delivery. These may include childcare licensing, safety guidelines and adhering to youth program required ratios. Recruits program participants.
- Assists in the maintenance of a clean and safe facility.
- All other duties as assigned.
**Essential Day Camp Duties:**
- Maintains all regulations set for day camps, either for a licensed camp and/or American Camping Association accreditation yearly.
- Establishes contacts with and provides program information for families’ contacts/marketing information for families in branches and day camp alumni monthly in off-season and weekly in the summer.
- Establishes networks and hosts activities to develop a counselor in training program.
- Facilitates a winter reunion for day camp alumni.
- Participates in raising money to scholarship campers to day camp.
- An active leader in Association and regional day camp training.

**Essential Family Program Duties:**
- Facilitate planning and delivery a minimum three association wide initiatives, in your region. Healthy Kids Day, Halloween at the Y, winter event.
- Welcoming in first 30 days, and contacting members on monthly basis to evaluate participation in family membership activities.
- Establishing multiply/varying family programs to target a min of 25% of our family memberships.
- Working with other family and youth program directors to run association wide family activities.
- Attend branch staff meetings on a monthly basis to increase communication and collaboration with branch leadership, branch staff and core services leaders.
- Work with branches and core services leaders to have a welcoming atmosphere for all families from entry to exit

**Desired Leadership Qualities:**
- Maintaining a high standard of accountability and transparency in leadership is essential.
- Character is what counts at the Y, where our values—caring, honesty, respect and responsibility—shape our culture demonstrating this in all your dealings and the community-at-large.
- Builds a culture of service delivery that is inclusive, reflective of the Y mission and responsive to the changing needs of families.
- Demonstrated leadership skills with proven results in decision-making, leadership and accountability for results.
- Strong personal skills to connect with families and community leaders.
- The complexity of this position requires a person with a proven record of accomplishment of management and results that includes the ability to articulate the Y’s mission and charitable purpose, cultivate relationships, and seek collaborative opportunities within the community.

**Qualifications:**
- A Bachelor’s degree
- YMCA Team Leader Certification preferred
- Demonstrated leadership results with proven ability to make critical decisions and drive for results
- 2-4 years of successful and increasing experiences in operational growth
- 2-4 years previous experience with youth and family programs
- Minimum of 1 year of staff supervision

**Required Conditions of Employment:**
- Must have a valid Driver’s license and reliable transportation
- Is required to travel between camps and branches on a daily basis
- Must be able to work evenings/weekends and attend campouts
- Must pass all required clearances

**Estimated Work Hours:**
Day Camp Season  **May – September Monday – Friday** between the hours of 7:00am to 6:00pm
Family Program Season  **September – April**, Two days off per week, ongoing evenings and weekends throughout the season. I.e., 12pm to 8pm, 1 to 9pm depending on evening event times. Daytime hours permitted on non-evening events.

Salary Range:  Min: $32,259   Mid:  $40.324

Internal candidates send resume to  exyd-resumes@ymcapgh.org
Deadline:  2/23/18 by 5:00pm