**Job Title:**  **Youth and Family Services Assistant Director**

**Branch:** Ponds

**FLSA Status:** Non-Exempt (Hourly) Part-Time (max of 29 hours per week)

**Reports To**: Youth and Family Services Director **Starting Pay: $15.50**

**Revision Date**: January 10, 2025

**General Statement of Duties**  
The position of Assistant Youth and Family Services Director is a part-time position that supports the planning, development, implementation, and oversight of youth and family programs, ensuring they align with the YMCA's mission and goals. This position plays a key role in delivering high-quality programs that foster the physical, social, emotional, and intellectual growth of youth and families while ensuring safety, inclusion, and member satisfaction.

**Minimum Requirements**  
Mandatory on-line courses have to be completed prior to the 1st day of work. CPR/AED certification required within 3 months of hire.

##### Principle Activities

* Assist in developing and evaluating youth and family programs (e.g., child watch, camps, afterschool and homeschool programs, and family events)
* Assist in the recruitment, hiring, training, and management of part-time staff
* Schedule staff, ensuring coverage is adequate and filling in as needed
* Maintain accurate program schedules, records, and data
* Monitor indoor and outdoor department areas for cleanliness and safety
* Ensure proper supervision and care of children
* Maintain thorough knowledge of, enforce and train staff on Emergency Procedures (e.g., fire, inclement weather) and Risk Management policies
* Communicate with parents regarding disciplinary actions when necessary
* Build relationships with members, participants, and the community
* Notify the Director of all department supply needs
* Assign and ensure completion of Child Watch tasks and cleaning duties
* Enforce YMCA policies and assist with monthly staff meetings
* Plan and facilitate programs like Parent’s Night Out/Day Out and community events
* And any other duties needed to help drive to our Vision, fulfill our Mission, and abide by our Organization’s Values

## Ability to

* Set an example for members and staff by displaying YMCA Core Values: caring, honesty, respect, and responsibility
* Establish and maintain cooperative relationships with members, staff, and others contacted in the course of the work
* Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
* Communicate clearly and concisely, orally and in writing
* Work a flexible schedule to support department needs
* Plan, lead and participate in a range of activities in a variety of outdoor and indoor settings
* Obtain CDL and drive passenger bus (CDL application process must be initiated within 6 months from original date of hire)
* Travel for YMCA business and/or training when necessary

**Education and Experience**

* Must be at least 18 years of age or older.
* High School Diploma or equivalent. 2 years of college preferred.
* A minimum of two years’ experience working with children in lower elementary grades.
* Must have strong leadership and diplomacy skills.
* Exceptional group management, problem-solving and conflict resolution skills.
* Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
* Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
* Must be capable of implementing the daily program related responsibilities of the program.
* Must have flexibility and the ability to adapt to changing circumstances.
* Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

**Computer Skills**

General. Proficient in the Windows Environment, emphasis on Word and Excel.

**Physical Demands**

Carrying \_X\_ Kneeling\_X\_ Pushing\_X\_ Sitting\_X\_

Climbing\_X\_ Lifting\_X (min 25 lbs)\_ Running\_X\_ Stooping\_X\_

Crouching\_X\_ Pulling\_X\_ Standing\_X\_ Walking\_X\_

**YMCA Competency Model**: Team Leader

*Mission Advancement:* Accepts and demonstrates the YMCA’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

The above job description outlines the responsibilities of the Youth and Family Services Assistant Director. Duties may vary and are subject to change by leadership.

By signing, I understand and accept the stated job description and pledge to fulfill my duties accordingly.

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Employee Signature Date

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Youth & Family Services Director Signature Date