



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## YMCA of Northern Utah

Job Title: **Associate Director of Youth Development**

FLSA Status: Exempt, Full-Time Year-round

Schedule: Typically M-F, 9 – 5pm

Reports to: Youth Program Director

Application Open Date: 9/17/2018

Job Grade: 6

Primary Location: Weber County

Primary Function: Youth Development

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Associate Director is responsible for support of management of school year programs to include curriculum development and staff development to ensure success of specialists at school year sites. Also, the Assistant Director will hold direct oversight of summer day camps, to include hiring staff and day-to-day summer operations. Duties include but are not limited to program development, hiring and management of staff, data and grant management, budgeting, program promotion and recruitment, community involvement within schools and other organizations/businesses, and relationship building with youth, families, and staff.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **ESSENTIAL FUNCTIONS:**

1. Co-Manage, direct, and coordinate school age enrichment programs and day camps in Weber and Davis counties. Ensure high quality programs and help to establish new program activities. Expand programs within the community in accordance with strategic and operating plans.
2. Recruit, hire, train, develop, schedule and supervise staff as needed. Assist director in reviewing and evaluating staff performance. Develop strategies to motivate staff and achieve goals.
3. Assure compliance with state and local regulations as they relate to program areas. Ensure that program standards are met and safety procedures followed.
4. Develop and maintain relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Respond to all agency, parent and community inquiries and complaints in a timely manner.
5. Collaborate with Director of Youth Development to create successful specialty programs for school year sites, to include curriculum development and assessments for students.
6. Develop specialty staff who will strengthen day camp experiences in the summer.
7. Work with Director to create engaging day camps at different program locations.

*\*\*This is not an exhaustive list of job duties. Other duties, responsibilities and activities may change or be assigned at any time based on program needs.*



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

### **LEADERSHIP COMPETENCIES:**

- Engaging Community
- Communication & Influence
- Fiscal Management
- Program/Project Management
- Developing Self & Others
- Critical Thinking & Decision Making
- Emotional Maturity

### **QUALIFICATIONS:**

- Due to the nature of the position, qualified candidates must be 21 years of age or older
- BS or BA in Child Development, Education, or related field
- 3 years of supervisory experience preferred
- 3 years of summer camp experience highly preferred
- 1 year of budget oversight preferred
- Spanish as a second language preferred
- Department of Child Care Licensing fingerprinting and background check. Must be obtained prior to first day of work.
- Proven track record of developing programs
- Highly proficient in Google Platform
- Excellent interpersonal and problem solving skills required
- Experience in working with diverse populations (language, culture, race, physical ability, sexual orientation, etc.).

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Must be able to lift and/or assist children up to 50 pounds in weight.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

### **TO APPLY**

Please send a current resume and cover letter to:

Megan Vlaming  
mvlaming@ymcautah.org  
801.839.3386

Applications accepted through 9/28/2018. Applications will be reviewed as they are received.