



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

## YMCA of Northern Utah

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

Job Location: Weber County

FLSA Status: Full-time Exempt

Job Grade: 6

Reports to: Youth Development Director

Revision Date: 9/21/18

Leadership Level: Team Leader

Primary Function: After School Program and Summer Day Camp Programs

### **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 Assistant Director of Youth Development at the YMCA of Northern Utah oversees the development and operations of various programs, such as afterschool programs, summer day camp, teens, and/or other programs and designs practices, processes, and procedures for strong program and project management.

### **ESSENTIAL FUNCTIONS:**

1. Assist with the development, implementation, and management of operating plans to promote the Afterschool Programs and Summer Day Camp programs, while increasing enrollment growth for the YMCA. Measures progress against strategic goals and ensures continuous improvement.
2. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
3. Assists with developing, meeting, or exceeding budgets related to the position so that resources are devoted to top priorities and strategic objectives.
4. Uses data to analyze financial trends and forecast future financial progress for the organization.
5. Hires, trains, evaluates and supervises staff and volunteers in assigned areas. Organizes people and activities for efficiencies and effectiveness. Supervision includes Program managers, Site-Coordinators, Camp staff, tutors, volunteers, and assistants.
6. Ensures high quality member-focused programs through innovative program development, demonstrating courageous and intelligent risk taking with awareness of societal, economic, and political issues and their impact on the strategic direction of the organization.
7. Rewards and recognizes new and relevant ideas and approaches even if not successful.
8. Creates and maintains relationships with community partners ensuring harmonious MOU's and program standards.

### **LEADERSHIP COMPETENCIES:**

- Fiscal Management
- Innovation
- Program/Project Management

### **QUALIFICATIONS:**

- Bachelor degree in education, youth development, recreation, human services, social services, business, Child Development Associate (CDA) or equivalent is preferred.
- Two or more years of program management experience, preferably in a YMCA or other nonprofit youth agency.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Prefer knowledge of, and previous experience with, diverse populations.
- Proven track record of developing authentic and deepened relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- CPR and First Aid certifications may be required.
- Must be able to pass a background check.

### **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.

- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

### **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:  
Ann Nelson  
anelson@ymcautah.org  
893 E 24<sup>th</sup> Street