



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

MARSHALL AREA YMCA

Job Title: Youth Development Director
Reports to: CEO
Salary Range: \$40,000 - \$47,000

FLSA Status: Full-Time – Exempt
Revision Date: 06/2025

POSITION SUMMARY:

As a Youth Development Director at the YMCA, you will play a vital role in shaping the lives of young people in our community. This position is essential in developing diverse, welcoming, and exceptional programs that promote youth development, foster positive relationships, and ensure a safe environment for all participants. This position supports the work of the Y, a leading nonprofit committed to strengthening our community through youth development, healthy living, and social responsibility.

QUALIFICATIONS:

1. Bachelor's degree required in education, early childhood development, counseling, related field or equivalent; Master's degree preferred
2. Minimum of two years of related experience in childcare, education, or youth programming required
3. Excellent written and verbal communication, organizational, management, multi-tasking, and conflict resolution skills required
4. Ability to relate effectively to diverse groups of people from all socioeconomic segments of the community
5. Administrative experience managing and/or developing youth programs, collaborating with other community organizations, services, and/or government agencies preferred
6. Experience managing multi-level staffs of 15 or more preferred
7. Complete Child Abuse Prevention, Blood-Borne Pathogen, Adult and Child CPR, and First Aid, and Emergency Action training; ability to acquire various certifications (provided by the YMCA)

ESSENTIAL FUNCTIONS:

- Manages the school-age childcare and day camp programs, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in the program; securing, scheduling, and maintaining the needed facilities; creating and scheduling the activities or events; and maintaining up-to-date program records or files.
- Ensures programs and services meet diverse community needs to include supervising existing program activities, establishing new program activities, and expanding and creating multiculturally diverse programs to meet the needs of the community
- Recruits, hires, trains, develops, schedules, and directs staff and volunteers within all youth programs. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Establishes new program activities and expands programs within the community in accordance with strategic and operating plans.
- Assists in the marketing and distribution of program information; organize and schedule program registrations; review and process program scholarship applications; seeks out and writes grants and grant

reports to secure program funding and provide evidence of grant usage

- Coordinates use of facilities for program activities and events including management of e-Sports Youth Room
- Organizes or participates in Y activities, such as committees, special events, and fundraising.
- Models relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents and caregivers, and community organizations to maximize program impact and drive overall outcomes; maintains regular, clear, and concise communication within areas of responsibility.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
- Fulfills all eligibility, reporting, and program requirements for any local, county, state, or federal funding or assistance programs
- Coordinates with local businesses, schools, organizations, etc. to plan programming, field trips, volunteer opportunities, youth experiential learning opportunities, etc.
- Maintains regular professional communication with parents and guardians of children in programs
- Provides itineraries, counselor names and contact phone numbers, youth rosters, and ETA timelines for any youth activity off-site to membership desk prior to departure
- Serves as a mentor for youth members and guests
- Stays current on best practices for childcare, summer camps, and youth programming
- Oversees the creation and implementation of all policies and procedures
- Serves as the Marshall Area YMCA's lead staff member on youth safety and protection; food safety licensures/certifications; and any other licensures/certifications required by the county, state, other agencies, i.e.: Minnesota Department of Education (MDE), Department of Human Services (DHS), and any other local, state or other governmental or similar agencies; serves on Risk Management Team; develops and coordinates emergency procedures training and protocols
- Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change, models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

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 (depending upon the programs).