



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Teen Development Director
FLSA: Non-exempt – Full-time
Work Schedule: 40 hours/week

Reports To: Associate Executive Director
Work Location: Southwest YMCA @ OCC

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Associate Executive Director, the Teen Development Director oversees one of the Y's core areas of focus: Youth Development. Oversight includes program development, marketing and delivery, budget development and monitoring, staff development and supervision, financial development, facility management, and membership growth and retention. This position will promote a culture of developing core values, curiosity, spirit and educational opportunities for teens in the communities the Y serves. The incumbent will create an enriching and safe environment for teens by ensuring adherence to policies, procedures and program standards established by the YMCA of Greater Syracuse. The incumbent will assist the Y in its goal to strengthen our community and promote positive changes in the areas of Youth Development, Healthy Living and Social Responsibility.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

Program Development, Promotion and Member Retention

- Create, design, and implement a comprehensive teen development program for teen's ages 13 through 18 years old. Explore and develop new programs and ideas to further serve the teens in our community.
- Develop 'Teen University' curriculum and hire qualified staff to conduct classes or manage club activities.
- Evaluate and measure current program offerings to determine their effectiveness in serving the teens in the community. Current Programs may include: Youth & Government, Community Service projects, Leaders Club, Afterschool Tween Club, Teen Center, Lego Robotics, and Leaders in Training and Counselors in Training Programs, Home Alone, and Adventures in Babysitting.
- Oversee and administer all components for College for Kids, Tech Camp, Culinary Camp, and STEM Camp.
- Foster relationships with local schools, universities, businesses and other community teen and education programs to enhance the development of the teen programs.
- Seeks opportunities for grant writing that supports teen programming.
- Maintain program areas and equipment to ensure that the facility and programs are operating at the highest level of safety, that programs comply with YMCA standards, and all regulatory requirements are followed and met. Coordinates and schedules equipment maintenance and repairs.
- Promote Membership growth and retention to meet YMCA goals, through promotions, member engagement, sales and marketing activities and providing outstanding customer service to new and existing members and guests.
- Monitor and evaluate the effectiveness of and participation of teens in programs.
- Compile program statistics and provides data and reports as required for assigned programs.
- Develop and maintains effective working relationships within the staff, members, and volunteers.
- Assess the inclusion of the Y's mission, values and safety guidelines in all program areas. Understand and consistently administer the branch and association policies and procedures.
- Other duties as assigned by Supervisor.

Staff Development and Supervision

- Develops and implements a comprehensive staff development plan in the areas of responsibility.
- Recruits, hires, trains, supervises, disciplines, develops, schedules and directs staff and volunteers in assigned areas, creating and fostering a staff environment that is positive, professional and member focused, ensuring excellence in member satisfaction at all times.

- Performs all supervisory and administrative duties in assigned area; ensures preparation and submission of all required reports and payroll are processed accurately and submitted on time.
- Reviews and evaluates staff performance, develops strategies to motivate staff to develop competencies that support and achieve the Association and department goals. Ensures duties, responsibilities and accountabilities of all direct reports are defined and understood. Effectively communicates to staff the standards for performance.
- Ensures high quality programs through innovative program development, evaluations, ongoing training of Staff and ensure all staff maintains their required certifications. Ensures staff complete all required trainings.

Financial Development

- Provide leadership to the Annual Campaign, by supporting the Associate Executive Director with fundraising initiatives to include staff, board, member, and community efforts.

Fiscal Management

- Develops implements, manages and controls program budgets in assigned areas. Achieves income and control expenses according to budget to insure high quality programs and standards in all assigned departments. Prepare monthly reports and analysis as required by the Associate Executive Director.

Collaborative Relationships

- Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops and maintains collaborative relationships with community agencies in service deliver areas.

Volunteer Development

- Assists in the recruitment and development of program volunteers. Ensure volunteers are properly trained and complete the necessary on boarding paperwork, prior to starting their volunteer work.

Association Duties

- The Teen Development Director serves as a vital and contributing member of the Y management team and supports the overall objectives of the Y. Holds monthly staff meetings, and attends all mandatory management meetings. Maintains current certifications and actively pursues training and learning opportunities and certifications relating to or required of the position. Provides staff leadership for the annual campaign. Assures own professional development. Exemplifies core values of the Y caring, honesty, respect and responsibility in all aspect of his/her job performance and relationships with others.

Experience and Education:

- Bachelor's degree in recreation, child or human development, education or related field.
- Minimum of two-year commensurate experience, in a supervisory/management position.
- Completion of YMCA program-specific certifications.

Qualifications:

- Leadership and management experience in a teen services and family support.
- Ability to articulate a vision about creating fun and educational programs for our teen members.
- Highly positive and enthusiastic management style and capable of motivating others.
- Proven competencies in administration, supervision, program development and fiscal management of department budget.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- Must be computer proficient using Microsoft Office software programs and previous experience with database software programs.
- Demonstrates excellent planning, organization, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent member relations, customer service, decision-making, problem solving, team oriented, and creative thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Demonstrates a passion for high standards and believes in the YMCA mission and that all of our programs and community initiatives fall into one or more of the following focus areas; Youth Development, Healthy Living and Social Responsibility.
- Ability to make independent decisions, and determine the appropriate course of action.
- Maintains confidentiality with regard to all confidential matters of the association.
- Ability to think both conceptually and from a task-oriented approach.
- Ability to respond respectfully and accurately to questions and/or concerns from staff, volunteers, donors, business and community contacts.
- Complies with all applicable compliance and safety regulations and directives.
- Must be able to work evenings and weekends.

- Ability to observe confidentiality.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to position.
- Must obtain CPR/AED/First Aid/Oxygen Administration Certification within first 60-days of employment.
- Must complete Listen First and online Youth Protection training within the first 60-days of employment.
- Complete online Hazard Communication training within the first 90-days of employment.

YMCA Competencies (Team Leader):

- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
- **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. Effectively tailors communications to the appropriate audience. 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.

Effect on End Results:

1. Development and implementation of high quality programs that serve the needs of the community demonstrating the Y's areas of focus; Youth Development, Healthy Living and Social Responsibility.
2. Development of a strong, effective, and highly motivated staff team.
3. Sound fiscal operations including income production and expense control.
4. Retention and development of favorable community relations and perceptions of the YMCA.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Vision acuity is required for reading documents, computer screens, etc.

Work Environment:

Work is normally performed in a typical office environment with the ability to work at multiple locations. Some activities are conducted in a variety of indoor and outdoor location dependent on the program. At times, the employee will be exposed to wet and/or humid conditions in swimming pool areas. The noise level in the work environment is usually moderate to high.

Americans with Disabilities Specifications:

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.

How to Apply:

Interested candidates should respond to Jack Korzyp, Associate Executive Director at (315) 498-2873 or email their application to jkorzyp@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than January 23, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.