



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Plattsburgh/Malone YMCA Youth Director JOB DESCRIPTION

Job Title: Youth Director

FLSA Status: Exempt

Reports to: SA Child Care Director/COO

Leadership Level: Team Leader

Revision Date: 10/4/2023

Salary Range: \$45,000-50,000

Primary Function/Department: 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. They will be a proactive problem solver who will quickly identify problems and then work to implement solutions. The Youth Director will supervise the implementation of a developmentally appropriate curriculum as well as evaluate classroom/site structure, daily schedule, and the staff interaction with both students and families. The Youth Director will ensure total quality management throughout the center by upholding the highest health, safety, and cleanliness standards in order to facilitate a positive, supportive environment for the children, their families, and the childcare staff.

In collaboration with the School Age Child Care Director, the Youth Director also oversees Summer Camp programming and preparation for each of the Plattsburgh YMCA's various camps. During the summer, they will act as a Camp Director at one of our remote camps - either Camp Jericho or Camp Tapawingo. As the Camp Director, they will oversee staff development and camp operations and safety compliance. They will work with staff to ensure the implementation of developmentally appropriate activities and to assist with implementing solutions when needed.

### 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.



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## **ESSENTIAL FUNCTIONS:**

### **Leadership**

- Recruits, hires, trains, develops, schedules, directs and motivates personnel and volunteers.
- Embraces, models, and encourages in others the mission of the YMCA.
- Cultivates and maintains a positive attitude, team-teaching relationships, and working relationships with fellow staff and participants' parents/guardians.

### **Operations**

- Understands and ensures implementation of program policies, procedures, philosophy, confidentiality, and safety rules and requirements.
- Administrates and monitors child care center budget to ensure the center's profitability.
- Forecasts enrollment, maintains maximum enrollment
- Monitors tuition payments, collections; reviews children's attendance, ensuring compliance with DSS requirements.
- Maintains accurate, up-to-date child and staff files, trainings, inspections, licenses, permits and certifications in compliance with NYS Regulations and the Department of Health.

### **Programs**

- Formally observes each program and provides written feedback highlighting teaching/curriculum strengths and areas of focus.
- Collaborates with physical, speech, occupational, and behavioral specialists to ensure implementation of modifications to the curriculum, specific to the needs of the particular child.
- Implements transitions of children based on New York State regulations and developmental appropriateness. Effectively communicates transitions to parents.

### **General**

- Delivers excellence in strong customer service, follow-up skills, and attention to detail.
- Participates accordingly in staff training, meetings, and special events and continues to pursue professional growth.
- Supports the Annual Campaign.
- All other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Development/Education or related field
- One-year full-time teaching experience in a child day care center
- One year of experience supervising staff
- Excellent human relation and communication skills
- Significant interest in nurturing young children
- Maturity as demonstrated by dependability and ability to relate well with children, parents, and staff



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**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.
- This work is primarily performed indoors and may require any one or more of the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and/or visual acuity.
- Must be able to sit and stand for extended periods of time and not become distracted.
- The noise level in the work environment is usually moderate.

**HEALTH AND SAFETY EXPECTATIONS:**

- Employees must maintain a safe work environment free of clutter, debris and hazardous conditions.
- Report all accidents/incidents involving themselves, members/program participants, guests or other employees and complete accident/incident reports immediately.
- Follow all COVID-19 safety and protocol guidelines laid out by the Plattsburgh YMCA, Department of Health, and CDC.
- Be familiar with Emergency Procedures and specific duties assigned to them.
- Be familiar with additional safety responsibilities specific to their position.

*The Plattsburgh YMCA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, domestic violence victim status or any other characteristic protected by law.*

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_