



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Position Announcement

Job Title: Youth and Family Director
Salary Range: \$49,930 per year
FLSA: Exempt – Full Time

Reports To: Executive Director
Work Location: Lakewood-Trumbull YMCA
Work Schedule: Days, nights, and some weekends

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Youth and Family Director at the Central Connecticut Coast YMCA is responsible for the success of all aspects of the Youth and Family programs (ages 0 – 18) including; School Age Child Care, Summer Day Camp, teen, youth and education, and Child Watch of assigned branch. Develops and implements Youth and Family related programs that will promote membership growth and retention, and increase program enrollment; provides direct supervision to staff; oversees the facilities related to these programs, including the Family Outdoor Center. Fosters a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for Youth and Family participants and staff. The Youth and Family Director assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training. This results in a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also managing high-quality, member-focused Youth and Family programs.

Salary and Benefits:

- Salary Range: \$49,930 per year, Exempt
- YMCA Retirement Fund Contribution: 12%
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Responsible for overall supervision and support of Youth and Family staff, volunteers, and facilities, and follows and implements policies and procedures.
- Oversees, evaluates, and grows all Youth and Family programs ensuring community needs are met and risk management is in place in accordance with YMCA guidelines; and through motivational support and guidance that supports members, program participants, and staff in achieving their goals. Up to 25% of work schedule will be in direct service to the Youth and Family Program.
- Follows association guidelines to develop, promote and market, and manage Youth and Family programs and offerings in a manner consistent with YMCA core values. Assists with the development and implementation of membership recruitment, retention, and orientation strategies.
- Communicates and cooperates with other Directors to coordinate facility and program needs.
- Oversees all Youth and Family facility changes and communicates effectively.
- Implements, follows, and enforces all Child Care and Youth and Family procedures and guidelines including those pertaining to health and safety, supervision of children, child care discipline policy, drop-off/pick-up, attendance, forms, reports, supplies, and staff expectations as required by the YMCA, licensing, and the state health department.
- Communicates with members, director team, staff, and participants in a timely and professional manner as it relates to department responsibilities that will support a positive experience with the Y.

- Ambassador of all YMCA programs with a focus on Youth and Family programs and member engagement that fosters loyalty among those we serve.
- Oversees all Youth and Family program areas and equipment in an orderly and safe manner. Ensures maintenance and upkeep is maintained as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA. Works closely with the Facility Director to assist with the maintenance and repair of all Child Care and Youth and Family equipment and facilities.
- Implements, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse, fostering a pleasant, professional, and safe Child Care and Youth and Family environment.
- Develops and maintains system to monitor certification status of all department staff whose positions require certification.
- Participates in activities, trainings, workshops, conferences, etc., that will enhance personal and professional growth and maintain licensing.
- Responsible for overall fiscal management, meets deadlines and budget for the Youth and Family Departments.
- Active leader in membership retention and Annual Giving Campaign goals.
- Attends all mandatory meetings and trainings.
- Participates as Manager on Duty per branch schedule.

YMCA Leadership Competencies:

- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community

Experience, Education, Qualifications:

- Bachelor's Degree - required
- Bachelor's degree in related field or equivalent experience
- YMCA Team Leader certification preferred
- One to two years related experience preferred (e.g., Child Care coordinator or supervisor)
- Must meet the requirements for Site Director and Head Teacher for school age programs as defined by the State of CT Department of Public Health.
- Must be at least 20 years of age.
- Must have at least one of the following (A or B):
 1. A high school diploma or equivalent.
 2. At least 1080 hours of documented supervised experience over a nine-month period, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
 3. Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work, or a related field from an accredited institution of higher education with program approval from a Board of Governors of Higher Education.
- B.
 1. A bachelor's degree in early childhood education or child development.
 2. At least 360 hours of documented supervised experience with unrelated children of the same ages to be served and with these or comparable standards plus at least one semester of student teaching with children of same ages/developmental stages as those to be served.
- Upon hire must have documentation of a physical examination and a TB Tine Test, to be repeated every two years.
- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire.
- Bilingual in English and Spanish helpful.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Budgeting experience preferred
- Knowledge of Child Care and Day Camp programs, YMCA preferred
- Proven track record of building program participation and relationships with members, participants, families, staff, and volunteers
- Excellent interpersonal skills are critical and essential to the success of this position
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction
- Possesses and demonstrates excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency
- Able to work flexible schedules

Trainings & Certifications:

- Must complete New Employee Orientation and Child Abuse Prevention and Mandated Reporter trainings prior to initial assignment to position.
- Must complete Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to initial assignment to position.
- Must complete department onboarding within the first 30-days of employment.
- Connecticut Child Care CPR/First aid certification must be obtained within 6 months of hire and maintained.
- Administration of Medications certification is preferred.
- YMCA Multi-Team Leader Certification within 2 years of employment

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Youth & Family Services Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- Members, Participants, and Staff are confident and comfortable with the YMCA.
- All YMCA programs are recognized in the community as high quality and safe programs.
- Participants and staff set and achieve personal goals and feel supported and informed.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- Child Care programs are conducted according to the YMCA of the USA standards.
- Child Care staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Association Profile:

- The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of \$28M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch, we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of \$180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is \$30,000. Our service area is a true example of the “two Connecticuts” with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
- 1,700 committed volunteers who donated 35,000 hours of service in 2016.
- 150 full-time and 1,000 part-time employees.

Advantages to the Area:

City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater Bridgeport area includes wonderful arts and cultural opportunities in addition to the many activities offered through area Universities. We are located 1.25 hours from New York and 3 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:

www.cccymca.org

www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by February 1, 2019 to Matthew R. LaPrino, Executive Director at mlaprino@cccymca.org