EMPLOYMENT OPPORTUNITIES

Youth & Family Program Director

Branch: West Hartford/Tri-Town YMCA
Location: West Hartford, CT
Date of Posting: May 28, 2014
Type of Job: Full-Time

For over 158 years the YMCA of Greater Hartford has been changing lives. Serving youth, teens, adults and families in over 52 Connecticut towns, the YMCA provides a wide variety of programs focused on Youth Development, Healthy Living and Social Responsibility. Come be part of a thriving association with a commitment to developing future leaders of the YMCA movement.

Job Description:
The Youth and Family Program Director will oversee the development in Youth Sports, Aquatics, Teen Programs, Day Camp, and Family Events. The position will focus on building relationships in the community, increasing enrollment in all program areas, developing new programs, hiring/supervising part-time staff, leadership role on Association Cabinets, and managing department budget. The Youth and Family Program Director will reflect and display the values of caring, honesty, respect and responsibility.

Requirements:
- A Bachelors degree and/or 5 years of related program experience in youth development work.
- Minimum of five years' experience in management/supervision.
- Excellent communication, computer, and presentation skills.
- High professionalism; enthusiasm, and drive.
- The desire to work within a growing, friendly, and vibrant organization, with excellent leadership.

Responsibilities:
- Manage the daily operations and personnel of assigned department and programs. Recruit, train, supervise and develop staff members and volunteers to conduct programs and services. Monitor and evaluate performance.
- Develop and implement youth and adult programs and prepare revenue and expense projections.
- Prepare detailed cost-benefit analysis of programs, monitor financial indicators and member feedback to assess program effectiveness.
- The Youth Development Director Position requires incumbent to provide 50% of his/her week in direct services (i.e. in program).
- Cultivate relationships with parents and members to develop quality programs that are consistent with the mission and values.
- Develop effective communications.
- Communicate and interpret Youth/Teen/Family programs, objectives, policies, and operating procedures to all department staff, volunteers, and Y members.
- Delivers a high level of service for all program participants.
- Oversee programs to ensure effective programs that meet community needs. Identify collaborative efforts to utilize facilities and services with local schools and organizations.
- Coordinate and communicate all programs and services in assigned program areas.
- Identify program opportunities and sources of funding for programs.
- Plan and promote seasonal programs such as youth sport leagues, tournaments/contests and community events.

The YMCA of Greater Hartford is an Equal Opportunity Employer.
Employment Opportunities – Youth & Family Program Director (Continued):

ESSENTIAL FUNCTIONS:

- Administrative duties related to program development and promotion.
- Implement marketing plan for all programs areas.
- Develop staff training and supervision for all departments.
- Oversee all Swim Instructors and ensure that all swim lessons are meeting Association/Member expectations.
- Day Camp supervision of day camp staff and creative development of day camp program.
- Develop relationships with Board of Education.
- Branch Leadership in Special Events.
- Branch leadership on Day Camp & Program Cabinet.
- Assist in development of program budget in all departments.
- Strong Kids Campaign leadership in recruiting volunteers and participating in association trainings.

How to apply:
Online applications accepted only.

Apply Online:
http://ghymca.applicantpro.com/jobs/