



## Have an impact as the Sr. Program Director Youth & Family at the Marion Family YMCA



Imagine leading others in work that positively affects the lives of the people in our community.

Under the direction of the Executive Director/CEO and in accordance with the Strategic Plan of the Marion Family YMCA, the Sr. Program Director Youth and Family will provide leadership to youth and family programs of the association, many of which involve partnerships with community organizations.

Primary functions will be to expand child care opportunities for our community and to work with community partners on providing Y programs / services outside of our current YMCA facility.

Position will supervise one full time exempt Director of Mentoring and two full-time Program Managers who share day to day child care responsibilities. One Program Manager also leads day camp, youth sports and other family programming.

Position will also work with a school district partner on coordinating programming at a "community center" location off-site from the current Y facility. Other partnerships include mentoring at risk youth, 21st Century Learning Centers and community capacity building around racial & social justice.

### **Position Requirements / Qualifications:**

- Bachelor's degree or greater in education, recreation or related field;
- At least four years of experience leading licensed child care, day camps, as a teacher or equivalent experience;
- Experience piloting, leading and evaluating community-based programs;
- YMCA of the USA Team Leader Certification with preference to candidates with Multi-Team or Branch Leader Certification or equivalent leadership training experience with other organizations;
- Experience developing cause-driven leaders among staff and volunteers;
- Experience measuring impact of programs and making adjustments based on measurement results;
- Experience in developing and monitoring financial projections, budgets and assessment of program effectiveness;
- Have excellent relationship building skills;
- Have excellent communication skills in a variety of formats;
- An understanding and knowledge of children, their behavior and development;
- Specific knowledge and skills in developmentally appropriate practices;
- Respect for people of diverse backgrounds;
- Prefer candidates with some experience knowledge of Ohio Dept. of Job and Family Services licensing regulations and Step Up to Quality;
- Caring and friendly personality and willingness to interact with others;
- Must be willing and able to work a flexible schedule, including evening and weekend hours;

Incumbent must be able to lead high performing staff and volunteers. CPR and First Aid certifications are required, but may be obtained within 90 days of hire. Also required to obtain and maintain Recognition of Child Abuse and Communicable Disease training as recognized by ODJFS.

**Physical Requirements:** Incumbent must be able to move freely and quickly throughout the YMCA facility; move easily across a variety of indoor and outdoor surfaces; watch and listen to the activities of a group of children; communicate effectively with people; use a computer with a keyboard; bend and lift; and lift up to 25 pounds.

**Continued**

**Essential Functions:**

- Plan, organize and direct all child care / day camp curriculum, policies and procedures.
- Develop, monitor and control program quality and department budget(s).
- Recruit, hire, train, schedule, supervise and evaluate full and part time staff to carry out the daily program services.
- Expand child care services in the community and serve as community resource for child care.
- Maintain all Ohio Dept of Job and Family Services child care licensing and child day camp requirements.
- Ensure child care maintains at least a 1 Star Rating in Ohio's Step Up to Quality system.
- Provide leadership and coaching to Director of Mentoring.
- Develop relationships with area school district and other organizations such that community child care, youth and family programming needs are met.
- Manage part time community center programming in partnership with local school district.
- Manage 21st Century Learning Center partnerships with local school district.
- Service as part of association's leadership team and assist with overall association operations.
- Participate as a staff leader in the Annual Campaign.

**Salary:** \$48,000 - \$58,000

**Benefits:**

- Participation in Association Health Insurance plan per Personnel Policy; Life & Disability Insurance
- YMCA Retirement Fund – Association contributes 12% for qualified employees
- YMCA Family Membership
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

**Timeline:**

- Applications Accepted until position is filled
- Serious candidates should send required documents by September 24, 2021
- Review of first set of applicants Sept. 27-28, 2021
- Interviews October 4 – 8, 2021
- Target date for incumbent on the job: November 1, 2021

**Submit the following electronically** to Theresa Lubke, Executive Director [tlubke@marionfamilyymca.org](mailto:tlubke@marionfamilyymca.org)

- Cover Letter
- Resume
- 2 references that can speak to your leadership skills
- 2 general references
- One paragraph writing sample that answers the question of how you ensure equity in current work.

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