

February 6, 2018

## Youth Programs Director

Contact: Ken Adrian, General Manager

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### General Description

Oversee, supervise, plan and lead all aspects of the Youth Programs Department, including KidZone, Camp, Junior Camp Counselor Program, and Parents' Night Out (PNO), to ensure a safe, healthy, and fun environment for children and employees as well as proper execution of all Youth Programs and Club wide policies and procedures.

### Duties and Responsibilities

In addition to the duties and responsibilities specified in all other Youth Programs Staff job descriptions, the Youth Programs Director is expected to perform the following:

- Supervise and lead all Youth Programs Staff in their various roles within the department through mentoring, directly working alongside staff, sharing of best and current practices, one on one or group meetings and trainings, etc.
- Complete the hiring, training, and termination of all Youth Programs staff and background checks for all departments as needed to fulfill the needs of the Club.
- Complete and maintain monthly staffing schedules for the Youth Programs Department based on appropriate staff to child ratios as indicated by usage of all programs and operating budget.
- Remain on call to cover and/or assist in finding coverage of shifts for all Department programs as needed.
- Complete bi-weekly payroll review and audit for all Youth Programs staff, including maintaining Paid Time Off (PTO) for any staff who earn it.
- Complete regular performance evaluations (formal and informal) for all Youth Programs Staff and provide constructive feedback to employees as needed and on a regular basis.
- Coordinate and facilitate Youth Programs Staff meetings yearly and as necessary to maintain quality standards for the Department.
- Maintain certification records for Youth Programs Staff.
- Follow up on staff, employee, and member concerns and incident reports related to the Youth Programs Department.
- Plan and prepare daily/weekly/monthly activities, crafts, games, programming events, etc. for KidZone, Camp, PNO, and special events as each area's schedule necessitates it.
- Communicate weekly with current and upcoming camper parents and monthly with current PNO participants to provide for regular transference of need to know information.
- Lead the Junior Camp Counselor Program each summer, including acceptance of applicants through questionnaires and interviews, pre-camp training, and daily/weekly check-ins and meetings and evaluations.
- Develop a yearly budget for the Youth Programs Department based on current and past trends, as well as future projections, and in conjunction with the various stakeholders.
- Manage all Youth Programs expenses through detailed planning and budgeting monthly, quarterly, and yearly.
- Develop and implement monthly and yearly marketing plan for the Camp program, working in conjunction with the Membership/Marketing Director as needed.
- Regularly be engaged in long term planning for Youth Programs Department, including, but not limited to, how to build upon existing programs and brainstorming new programs by analyzing data, current industry trends, and the culture and needs of our community.

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### Duties and Responsibilities cont.

- Maintain Club wide Employee of the Month program.
- Assist with the planning of and attend special events of the both the Youth Programs Department and Club.
- Promote the Vision and Mission of the Club through continual cooperation and communication with other departments and employees.
- Attend all in-services and weekly management meetings.
- Maintain current certifications as required by GFSAC.
- Demonstrate proper usage of Universal Precautions to promote a safe and healthy environment.
- Demonstrate knowledge of and the ability to follow and teach emergency procedures.
- Demonstrate an awareness of self-responsibility and accountability.
- Remain flexible in staffing patterns and resolution of staffing conflicts.
- Participate in assignments for activities/programs outside of department as needed.

### Physical Requirements and Demands

Caring for children can be physically and emotionally demanding. The Youth Programs Director may be lifting and carrying children and equipment, and may spend time sitting on the floor or in child-sized furniture. The Youth Programs Director will be expected to perform daily cleaning of equipment and room using disinfectants. The Youth Programs Director may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves. The Youth Programs Director will be working in a busy and often noisy environment where there may be a number of situations happening at once. The Youth Programs Director may come in contact with bodily fluids in the course of diaper changing, toileting, responding to accidents, and assisting children that are ill.

<b>Education</b>	4 year related college degree (Education, Parks and Recreation, Child Development, etc.)
<b>Experience</b>	3 years childcare experience minimum Minimum 2 years leadership of a substantial sized team preferred, particularly in a relevant child related setting
<b>Licensure and/or Certification</b>	Upon hire, Adult and Child CPR/AED, First Aid Certifications required.
<b>Knowledge, Skills, and Abilities</b>	Knowledge of general child care and behavior Demonstrated ability to lead Strong organizational, time management, and communication skills Ability to work as a member of a team and accomplish tasks with little direct supervision. Program development Budgeting Knowledge of and ability to use technology effectively, including, but not limited to Microsoft Office, particularly Word, Excel, and Outlook, as well as various social media and marketing platforms