



## **Youth Program Director**

### Position Description

**Position Title:** Youth Program Director

**Reports to:** Chief Executive Officer

**Work Hours:** Monday - Friday 40 hour work week

**Location:** 300 West Lanikaula Street Hilo, Hawai'i 96720

### **POSITION SUMMARY:**

The Youth Director manages day-to-day operations to establish and sustain a positive, enriching fun camp. Activities, curriculum & excursions as well as hands on learning experiences for children. Oversee the coordination of day camp, child watch and teen programs that comply with local and federal regulations. Ensure that facilities are maintained, managed and support a successful day camp. Manage children, watch staff, schedule, and manage the program's financial affairs.

Strong leadership skills: friendly demeanor, compassionate for children, and strive to create a supportive and encouraging environment for children and staff. Childhood development background and / or experience is preferred but not required.

### **Qualifications:**

- An associate or bachelor's degree in a related field is preferred or 15 years' experience in a related field with 10 years' supervision experience of at least 5 employees
- CPR & first aid certification
- Background check and fingerprint clearance.
- Early childhood education experience 5 years preferred.
- Comply with local, state, and federal laws governing childcare.
- Excellent written and verbal communication skills. Friendly and approachable demeanor.
- Strong leadership and interpersonal skills

- Excellent organizational, problem-solving, and time-management skills.
- Maintain a professional appearance, attitude, and work ethic always.

### **RESPONSIBILITIES:**

- Ensure a safe, happy, and stimulating environment for children.
- Manage and coordinate curricula with staff that comply with state and federal requirements.
- Ensure that the center facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Manage and support staff and promote their professional development.
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Complete ongoing training and courses remain up to date on daycare standards and procedures & DHS requirements.
- Oversee & coordinate childcare program
- Communicate and meet with parents regarding updates for their children and the YMCA's policies.
- Manage and oversee the budget and accounts and ensure that the youth program is financially stable.
- Develop and facilitate a marketing and communication plan.
- Support grant opportunities & execute programs & projects funded by grant funding. Comply with grant guidelines.
- Youth Directors develop an appropriate time schedule, events, excursions and activities of interest.
- The Youth Director often serves as the "face" of the school, managing communication with parents and the community.
- Youth Directors responsible for collecting and recording the fees for camps with assistance of YMCA staff.

Last updated: 01-28-2025