

Title: Youth Services Manager **Exempt:** YES

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Youth Services Manager manages the Youth Services programs. The Youth Services Manager is responsible for developing and coordinating the youth services programs including summer camp, after school care and other special events. Management includes hiring/firing, supervising, performance management and evaluations of direct reports. Position is responsible for policy recommendations, program evaluations and general organization of the Youth Services departments.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director & Grants & Community Coordinator. Evaluate research and purchase equipment for department use.
- **Best Practices** – Oversee all program implementation, evaluation and development within the Youth Services Program including After School Care, Summer Camp and other programs for youths ages 18 and under. Creating new programs for youth. Oversee overall program implementation and development for the Youth Services Department. Oversee the program vehicles are maintained in a safe and good operating condition, according to the Driving Policies. Membership recruitment, retention and satisfaction.
- **Human Resources** – Recruit, train, supervise, orient and evaluate staff and volunteers.
- **Communication** – Organize press releases, brochures, and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree from accredited college or university or four years' experience working with the youth. Minimum two years experience working with membership recruitment and management.

SKILLS REQUIREMENTS:

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. QuickBooks, Daxko or equivalent).
- Current CPR / First Aid certified; current CDL Driver's License and eligible for coverage under YWCA Auto Insurance Policy
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Ability to train, delegate and supervise staff volunteers
- Working with senior management
- Responding to and resolving complex questions and concerns
- Ability to provide one-on-one education in an unbiased and nonjudgmental manner.
- Program planning, implementation and evaluation
- Special Event Planning

WORK ENVIRONMENT:

YWCA IS ON A MISSION

eliminating racism
empowering women
ywca

Variety of work environments - a professional office environment, outdoors, and in a playroom environment with children.

PHYSICAL REQUIREMENTS:

Physical ability to operate emergency exits and perform emergency procedures. Ability to respond to critical incidents and perform routine first aid tasks.

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, setting up rooms

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

Employee Signature

Date

Executive Director's Signature

Date

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