



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

June 2024

## Youth and Teen Director, Framingham

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! **Competitive pay and benefits! Salary (exempt position) range from \$52,000 - 65,000 annually!** Equal Opportunity Employer.

### POSITION SUMMARY:

**The Youth and Teen Director (also known as the Director of ChangeMaker Programs)** is a combination of youth work delivery and community related projects in order to promote the personal, educational, creative and social development of young people (ages 12 – 29), helping them reach their full potential. To provide supportive environment where young people learn:

- To discover exciting new ideas and activities they are unlikely to experience anywhere else.
- To experiment, make mistakes and thrive.
- To treat themselves and others with kindness and respect.
- To be motivated, positive and resilient.

**. Schedule is Tuesday– Friday, 10.30am – 7:00pm and Saturdays 2pm – 10pm!**

### ESSENTIAL FUNCTIONS:

- The core programs director would include are **After School Drop-in program, Workforce Development, Summer Middle School Program, Y-Night.**
- Develops, implements, and manages operating plans for Changemaker programs with a goal of promoting programs and membership growth for the YMCA. Executes strategies to ensure that members and program participants connect with one another and connect with the YMCA.

- Develops and controls department budgets related to the position.
- Ensures, operates and maintains the cleanliness of all program and facility areas to include program storage areas.
- Achieves and maintains certification to drive a YMCA vehicle and transport program participants based on departmental needs.
- Leading in the management of outreach strategies and activities.
- Hires, trains, and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models' relationship-building skills (including Listen First) in all interactions.
- Provide direct program delivery in 21st Century Programs, class instruction, teen program supervision, and vacation and summer club supervision.
- Developing and maintaining strong community relationships with external stakeholders i.e. schools and colleges and developing relationships with youth networks in MetroWest.
- Has a consistent presence inside branch during times when teen members are most likely to be visiting the Y and builds participation in programs by developing relationships with teen members and their parents, and providing opportunities for involvement in Teen programs.
- Welcoming young people into program locations, ensuring everything is running smoothly while supporting young people engaging with the programs and services.
- Mentoring, coaching and supporting individuals, encouraging young people to develop their self-awareness, independence and individuality
- Ensuring that all projects are properly documented, are delivered within budget and that work is evaluated and data input into management systems
- Staying informed on legislation, local and national issues, and best practice in youth work
- Ensures a positive working and program environment emphasizing the YMCA's areas of focus and character values.
- Assures compliance with state and local regulations. Ensures program standards and safety procedures are followed.
- Maintains accurate and to-date records, files, and billing/collection procedures and provides data and reports as required for assigned programs. Responsible for processing refunds, credits and entering programs into the system.
- Develops and coordinates all necessary marketing and promotion for related programs and services. This may include but not be limited to, timely and frequent news releases, school distributions, paid advertising and the design of brochures and flyers. Responsible for updating and managing program guide pages each session. Some of these tasks will take place with help from the Marketing Director.

- Maintains all certifications and training hours necessary for the position to include First Aid, CPR and O2 training.
- Ensures proper building coverage is present for all program related functions in accordance with program needs. Act as the building professional on duty as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent communication skills with the ability and confidence to establish positive relationships with young people and motivate them to participate in activities and events
- Very good organizational and administration skills with proficiency in Microsoft Office
- Financially aware with the ability to plan budgets
- Strong writing skills with the ability to write reports and promotional material
- Ability to represent the YMCA in meetings and stakeholder events and give presentations
- Ability to think strategically using field, desk and academic research to develop policy
- Understanding and appreciation of the importance of monitoring and evaluation
- Politically and creatively aware and 'plugged in' to emerging youth sub-culture with a good knowledge of social media
- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organizations in a spirit of partnership
- Ability to prioritize effectively and enjoy multi-tasking in a busy environment
- A believer in strongly supportive environments, sharing and being open with colleagues
- Ability to operate within professional boundaries when developing and maintaining relationships with young people and the wider community
- A working understanding of equality and diversity with the ability to challenge discriminatory behavior
- Bilingual (English - Portuguese, English - Spanish) a plus!

### **To Apply:**

Download the [application](#) and email it to [Employment@Metrowestymca.org](mailto:Employment@Metrowestymca.org)