



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA OF THE PALOUSE JOB DESCRIPTION**

**Job Title: Youth Development Director**

Contact: ceo@palouseymca.org

FLSA Status: Nonexempt

Salary Range: \$55,000 to \$59,240

Reports to: Branch CEO

Revision Date: 6/10/2025

Leadership Level: Team Leader

Primary Function/Department: Youth Development

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Youth Development Director (YDD) at the YMCA of the Palouse oversees the development and operations of the overall childcare program and each childcare site, ensuring the program meets its intended goals.

The YDD is a dynamic and passionate team leader who oversees and develops all YMCA of the Palouse programs. The ideal candidate is an excellent manager of people and program development with the ability to handle multiple projects simultaneously.

The YDD manages the coordination and administration of all aspects of ongoing programs including planning, organizing, evaluating, staffing and volunteer coordination. As a key member of the senior management team, the YDD will be involved in strategic planning, program evaluation, data collection, professional development and new program development initiatives to meet the needs of our diverse participants.

The YMCA of the Palouse currently operates after school care in 4 Pullman elementary schools, as well as spring break and summer day camps.

### **OUR CULTURE:**

At the Y, you can channel your passion into a lifelong career helping to deliver positive change. Every day, our staff – of all ages and from all walks of life – work to bridge the gaps in community needs by nurturing the potential of youth and teens, improving our community's health and well-being and providing support to our neighbors, by serving others, building strong relationships and incorporating our YMCA values into our everyday work. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day

#### **YMCA OF THE PALOUSE**

105 NE Spring Street, Pullman WA 99163

P 509 332 3524 palouseymca.org



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### **ESSENTIAL FUNCTIONS:**

1. Manages the school-age childcare program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in the program; securing, scheduling and maintaining the needed facilities; creating and scheduling the activities or events; and maintaining program records or files.
2. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
3. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate; ensures that YMCA program standards are met and safety procedures followed.
4. Reviews program plans and records to ensure consistency with evidence-based best practices.
5. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success. Maintains staff schedules and evaluates staff performance.
6. Models relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents and caregivers and community organizations (school administration) to maximize program impact and drive overall outcomes; maintains regular, clear and concise communication within area of responsibility.
7. Organizes or participates in Y activities, such as committees, special events and fundraising.
8. Performs other duties as assigned.
9. Possess proven organizational and multi-tasking skills to be able to coordinate the many separate program activities operating simultaneously.
10. Develops and maintains collaborative relationships with local community and state organizations.
11. Ensures staff and children follow safety policies and procedures. Ensures child abuse prevention policies are followed and reports any safety violations immediately through YMCA reporting protocols.
12. Monitors programs budget to meet fiscal objectives and manages programs monthly billing.
13. Coordinates use of facilities for program activities and events.
14. Attends various program committee meetings and community events.
15. Proficient with computer applications to include, Word, Excel, Publisher, Google Suite, basic



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webpage editing and registration software.

16. Ability to grow and adapt as new opportunities with the position develop.

17. Attend programs-related board committees and present quarterly updates to the Board of Trustees.

### **LEADERSHIP COMPETENCIES:**

- Collaboration
- Program/Project Management

### **QUALIFICATIONS:**

- Bachelor's degree related to human/youth development, education or related degree.
- YMCA Team Leader certification preferred.
- One to two years related experience (e.g., supervisor or coordinator of childcare programs) preferred.
- Minimum age of 21.
- Within 30 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED and Bloodborne Pathogens training.
- Fulfillment of state-specific hiring standards and completion of YMCA program-specific training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).
- Demonstrated skills in strategic planning, budgeting, staff supervision, partnership development and program evaluation.
- Positive role model with strong leadership, conflict resolution and diplomacy skills.
- Must be capable of managing the daily administrative, program and supervisory responsibilities of the YMCA of the Palouse.



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### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to safely supervise program activities.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust.
- Ability to work overtime as needed per approval of CEO.

### **SALARY & BENEFITS:**

- Salary Range: \$52,000 to \$58,240 per year, commensurate with experience.
- Medical and retirement benefits upon qualification.
- Paid Vacation: 10 Days per year.
- Paid Company Holidays: 9 Days per year.
- Sick Leave: Up to 12 Days per year.
- Team Leadership and Professional Development through Y-USA's Learning and Career Development Center.

Interested applicants should submit a current cover letter and resume along with the Y application to [ceo@palouseymca.org](mailto:ceo@palouseymca.org).



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**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_