



## PHILADELPHIA FREEDOM VALLEY YMCA CAREER OPPORTUNITY

<b>POSITION:</b>	Teen Director	<b>LOCATION:</b>	Ambler
<b>PAY RANGE:</b>	\$14.56 - \$18.64/hour	<b>STATUS:</b>	FT Non-Exempt
<b>POSTING START:</b>	June 8 <sup>th</sup> , 2017	<b>POSTING END:</b>	June 23 <sup>rd</sup> , 2017

Imagine going to work knowing that what you do each day positively influences the lives of individuals and families in your community.

Throughout the Delaware Valley, the Philadelphia Freedom Valley YMCA employs more than 5,000 individuals in full time, part time and seasonal positions. Anchored in 20 locations, the Philadelphia Freedom Valley YMCA has the long-standing relationships and physical presence to deliver lasting personal and social change and gives staff the opportunity and flexibility to pursue their careers.

The Ambler YMCA is looking for a dedicated individual to serve and their Teen Director.

### What you'll do:

- Manage the daily operations and personnel of assigned departments and programs. Recruit, train, supervise and develop staff and volunteers to conduct programs and services. Prepare descriptions, establish standards, and monitor programs.
- Responsible for the planning, organizing, implementing and delivery of high quality Teen Programs.
- Provide leadership in developing partnerships with community organizations to create an awareness and understanding of the programs offered by the YMCA. Prospect these agencies for sponsorship, financial support or volunteer opportunities to enhance programs in the community. Develop relationships and implement strategies for using these resources to promote the mission of the YMCA.
- Develop an orientation for volunteers assisting in programs.
- Assist in the implementation, development and monitoring of volunteer service and retention programs.
- Assist with special events and ensure community participation in Healthy Kids Day.
- Develop departmental budgets. Monitor budgetary statements and prepare variance reports. Ensure the attainment of budgetary objectives.
- Participate as a member of the management team responsible for the overall operation of the branch.

### What you need to succeed:

- Bachelor Degree in Education, Recreation or related field with 3 years of working with youth and 3 yrs. of camp experience.
- Experience in staff supervision, committees and in providing leadership to groups.
- Proven success in developing and managing programs.
- Ability to operate PC, use spreadsheets, word processing and related software.
- Excellent oral and written communication skills.
- Ability to recruit and motivate staff.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence.
- Acquire and maintain the following certifications:
  - o CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - o First Aid (valid 2 years unless otherwise noted)
  - o Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

**Some benefits and perks of working at the Y:**

Flexible work schedule, a free family membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education and professional training and development.

**How to apply:**

Send your resume and cover letter to [tscott@philaymca.org](mailto:tscott@philaymca.org)