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KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: Director of Character Development Programs
FLSA Status: Exempt

Reports to: Senior Managing Director
Revision Date: July 2022

ORGANIZATION MISSION AND DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation, and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

We are an established, professional, and fun non-profit that works to empower KY teens, our alumni, and our staff. Our team consists of hardworking and passionate professionals who excel in their career. Each day we strive to create a positive staff culture that allows for all employees to share their ideas, have fun, collaborate with others, work within a team and individually, plan their own schedules, and be creative. We are a Y for all and recognize strength in diversity.

DIVERSITY & INCLUSION STATEMENT:

The Kentucky YMCA Youth Association is an antiracist, multicultural organization. We enthusiastically welcome persons of every ability, age, background, ethnicity, faith/religion, gender expression/gender identity, income, nationality, race, sex, or sexual orientation. The Kentucky YMCA Youth Association believes that in a beautifully diverse world, we are stronger when we are inclusive and when everyone has an equitable opportunity to learn, grow, and thrive.

POSITION SUMMARY:

The Director of Character Development Programs oversees the logistics, vendor relationships, event planning and staff and project management of the KY YMCA's character development, service, advocacy, and leadership programs; Young Kentuckians Advocacy Program (YKAP), Go For It (GFI), Leadership Training Conference (LTC) and Y-Corps. This position directs program staff in development, preparations, and execution of statewide and local programs. The Director of Character Development Programs meets with the Senior Managing Director and program team to allocate people and resources and directs the team through major conferences and programs. This position ensures documentation of all program best practices and standard operating procedures, and leads program teams in strategic program planning throughout the year. This person will direct local and statewide programming focusing on advocacy, servant leadership, civic engagement, character development and policy initiatives.

This position also supports other program directors by working with them to be an onsite director/implementer for youth and government and model United Nations programs such as the Kentucky Youth Assembly (KYA) and Kentucky United Nations Assembly (KUNA). This entails leading the staff and volunteer team onsite and overseeing all logistics that the other director planned pre-conference.

ESSENTIAL FUNCTIONS:

The position description and responsibilities listed are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- Directs the staff team to ensure they are prepared for the character development, service and advocacy conferences/programs and has a strong planning strategy.
- Communicates with venues to create and review banquet event orders for each program date.
- Directs the KY YMCA's youth advocacy program through curriculum updates and writing, logistics, team oversight, and facilitator training and support.
- Supports and cheers on the staff team in all programming areas.

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- Responsible for overseeing the entire character development and leadership programs (LTC and GFI), including agenda creation and staff team management.
- Responsible for leading character development staff team to implement elements of character development within student, volunteer, and staff dynamics.
- Responsible for staff conference schedules for major programs and works with the volunteer coordinator to schedule volunteers for programs.
- Responsible for the event planning, event management, logistics, vendor relations, and staff management of the statewide advocacy program and character development programs.
- Onsite director/implementer at the Kentucky Youth Assembly and Kentucky United Nations Assembly conferences, as needed. This entails leading the staff and volunteer team onsite and overseeing all logistics that the other director planned pre-conference.
- Responsible for event planning, logistics and team directorship for various local and statewide programs.
- Oversees staffing, trip logistics and student led programming pieces of Y-Corps service experience.
- Creates program impact reports, analyzes program and spending trends.
- Responsible for implementing and maintaining program budgets.
- Acts as primary support to the Kentucky YMCA programs, including (but not limited to) KYA, KUNA, LTC, GFI, Y-Corps, YKAP, Officer Retreat, local programs, and national teen conferences.
- Works to secure and foster statewide community partner relationships for the youth advocacy program and all other programs as needed.
- This position requires regular travel to Kentucky YMCA offices (Frankfort and Louisville), conference facility locations, and other venues throughout the state of Kentucky. Can expect 25% of time away from home, including periods of extended overnight stays, while at conferences, and must have reliable transportation. Weekend and evening work expected during conference seasons and select programs.

QUALIFICATIONS:

The KY YMCA is an anti-racist, multicultural, pro-equity organization, committed to a diverse workplace and is seeking a diverse pool of qualified candidates.

- Must be 21 years or older.
- Two or more years of professional experience in another nonprofit preferred.
- Two or more years of experience in event planning is preferred.
- Experience in program development and management.
- Direct experience in project management.
- Experience with team directorship and management.
- Professional presentation experience.
- Experience working in professional/organizational partnerships.
- Experience working independently on projects and with a team.
- Proficient use of Microsoft Office, particularly Word and Excel.
- Organizational, detail-focused, and independent time management skills are necessary for this position.
- Superb public speaking skills and relationship skills are needed.
- Must be able to schedule work proactively and independently, while also being able to work with teams.
- Works as part of a team and demonstrates a high degree of self-initiative and commitment to expand skills and expertise through a variety of methods, including self-study, working/mentoring with colleagues, and both internal and external training.
- Ability to change priorities as project expands or project needs change.
- Ability to move 35 pounds, have sustained mobility, and maintain a high level of energy over an extended period of time.
- Ability to be away from home up to 25% of the year including extended periods of overnight stays. Must have reliable transportation.
- Ability to communicate clearly to large groups, over phone, and via email.
- Ability to relate effectively to diverse groups of people from all segments of the community; track record of building authentic, constructive relationships with others
- Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.

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BENEFITS:

- Salary range \$36,000-38,000
- Fully paid health, vision and dental insurance coverage for employee and dependents.
- Fully paid life insurance for employee
- Company contribution to Y-USA retirement fund, after vestment.
- Immediate 403b investment fund accessibility.
- Professional development support through Y-USA and other opportunities related to job duties.
- Competitive and generous paid time off (PTO) and holiday policy.
- Results oriented, flexible work environment with some ability to work remotely.
- Fun and energetic team environment.
- Staff culture focused on professional development, quality results, high impact programs, celebrating staff successes, and happy employees.
- Qualifying mileage paid at the state rate (when mileage exceeds amount stated in personnel policy). Cannot be used towards travel to and from Frankfort office.
- KY YMCA laptop provided for work use.
- Monthly cell phone stipend.
- Additional employee benefits offered through payroll providers.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Y's values to others. Cultivates trust in others through direct and honest interactions. Keeps confidences and earns the trust of others. Interacts in a candid and straightforward manner. Captures and analyzes program data to guide improvements. Ensures a level of service, satisfaction, and loyalty from participants that differentiate the KY YMCA programs from other programs. Ensures that volunteers are provided with meaningful and fulfilling work. Engages volunteers in a way that builds commitment and loyalty to the work of the Y. Seeks out and listens to volunteers to understand what motivates them to serve.

Collaboration: Actively leads YMCA inclusion and diversity activities, strategies, and initiatives. Appropriately addresses and corrects behaviors and practices that don't support inclusion. Encourages everyone to work well with each other, regardless of dimensions of diversity (i.e., gender and race). Actively looks for and incorporates different points of view when making decisions. Builds effective teams and committees by fostering common vision and plans. Assesses team dynamics and takes appropriate actions to engage team members in the task at hand. Facilitates effective meetings. Manages conflict constructively so that disagreements lead to useful and productive discussions. Cooperates with others knowing when to follow and when to lead. Plans for and adapts influence strategies to best fit the audience. Exercises the discipline of listening empathetically and asking questions for information and understanding when negotiating and dealing with conflict. Articulates positions well in oral and written forms. Communicates needs and goals effectively to team members and individuals. Ensures that regular, consistent communication takes place within area of responsibility. Tells stories of the Y's cause and impact in the community. Delegates responsibility and coaches others to develop their full capabilities. Is capable of delivering positive and constructive feedback to motivate, encourage, and support others in their development. Provides staff with the time, tools, and resources necessary to meet or exceed job requirements.

Operational Effectiveness: Thinks several steps ahead to anticipate likely outcomes and decide on the best course of action. Identifies patterns of information and makes sense of seemingly disparate data. Is able to analyze, comprehend, and articulate the operational goals and strategies developed by others. Develops solutions to problems, balancing the risks and implications across multiple projects. Maintains focused attention, resists distraction, and concentrates for as long as it takes to achieve a goal.

Teaches others to observe people and situations to discover ideas and suggestions for improvement. Incorporates creative thinking and discussion techniques into meetings and discussions, including brainstorming, mind mapping, sticky notes, and whiteboard visuals. Builds perspective on an idea by engaging others to discuss and clarify challenges and solutions. Defines tasks and milestones; delegates to ensure the optimal use of resources to meet those objectives. Assists individuals and teams, as necessary, in setting realistic goals. Challenges inefficient or ineffective work processes and offers constructive alternatives. Organizes time and resources in an effective way.

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Sets, communicates, and regularly assesses priorities so that projects stay on time and on target to meet the stated goals. Organizes work according to project management principles and processes. Analyzes financial data in order to make comparisons, draw conclusions, and make decisions. Identifies significant business, financial, and operating risks and financial irregularities, and communicates information to management.

Holds staff accountable for high-quality, timely, and cost-effective results. Defines clear goals, objectives, and measurements for staff members. Utilizes a process to measure progress against strategic goals and ensure continuous improvement.

Personal Growth: Takes every opportunity to improve personal management and leadership skills. Has a passion for learning that drives the pursuit of new knowledge and the discovery of new ideas. Listens and observes to gain new insight and continually improve performance. Recognizes the need for and acts to build trust and credibility as a foundation for leading change efforts. Manages resistance to change by seeking input from stakeholders, communicating clearly, and showing enthusiasm for the change. Actively supports and remains accessible to others during times of change or stress. Provides resources, removes barriers, and acts as an advocate for those initiating change. Consistently makes critical and timely decisions at difficult times and in challenging situations. Manages emotions appropriately and avoids becoming defensive if challenged or asserting inappropriate control when under pressure. Approaches others and addresses sensitive issues, inappropriate behavior, or performance concerns in a nonthreatening manner. Makes critical decisions based on sound reasoning and factual information. Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Uses best practices, guidelines, and industry standards as a framework to improve performance. Demonstrates up-to-date knowledge and skills in the technology associated with the job.