

YWCA **IS ON A** **MISSION**

White Plains & Central Westchester

YOUTH PROGRAM DIRECTOR

Introduction:

As we like to say, "We're not new to it, but we are true to it."

The YWCA White Plains & Central Westchester (YWCA) is the oldest and largest women's organization in the region. For more than 90 years, YWCA has been on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest, most diverse women's organizations in the US and the world.

We are committed to empowering people to create change in their lives and their communities. Whether we are providing supportive housing for homeless women, or cultivating girls to be leaders, or educating children for brighter futures, or standing up against racism, or putting health & wellness and competitive sports within reach of the underserved, we are there! Today we serve more than 4,000 people each week.

Our mission is real, genuine, and authentically pursued by the entire staff. We are positioned for IMPACT!

If this sounds interesting to you...keep reading!

The YWCA White Plains & Central Westchester is looking to hire for the new position of Youth Program Director. We are seeking an individual with the ability to manage and supervise a great team providing leadership to all youth and family program activities, including before/afterschool and Distance Learning. The Program Director should be able to plan and implement age appropriate, enriching activities while supervising youth and presenting positive role modeling through all interactions with program participants.

The Director will also be responsible for the program development and management of staff/volunteers, outreach, budget preparation and management. The Director should display excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public. Through this program, the Director will carry out the mission, vision, and values of the YWCA in all contacts with staff, members, and government/local agencies.

Some Key Responsibilities Will Include:

- Recruit, train, supervise, and evaluate staff. Ensuring all staff complete required trainings.
- Create, recommend, and implement a comprehensive youth and family program plan which considers space utilization, equipment needs and budget requirements.
- Plan, implement, supervise, and evaluate Before/Afterschool, summer camps, and all youth, family, and teen programs.
- Create a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.

- Adhere to policies as stated in the YWCA Childcare Policies and Procedures Manual and in subsequent YWCA trainings and meetings.
- Maintain accurate documentation of attendance, absences, and emergency information on each child within this program.
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff.
- Establish rapport with parents and communicate with them regularly regarding program information and routine requirements such as schedule changes, permission slips, etc.
- Other Responsibilities as assigned by supervisor and/or YWCA Executive Leadership.

Education: Must possess a minimum of 12 college level credits in early/school age education or childcare.

Experience: Minimum 5 years in youth development and/or summer day camp program with minimum of 2 years in a group supervisory capacity. Experience in developing and implementing youth programs.

The Last Word...

The YWCA White Plains & Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our childcare, nursery school, after-school, summer camp, athletic and mission-based programs. In addition, the YWCA provides a home for 193 low-income women at our Residence.

The YWCA White Plains & Central Westchester is an Equal Opportunity Employer.

Job Type: Part-time

Pay: \$20.00 - \$25.00 per hour (Based on experience and education)

Benefits: (Standard Probationary Period applies)

Schedule: Monday - Friday, 12pm to 6pm

Please send cover letter and resume to: **Dante Hudson** at dhudson@ywcawpcw.org