

METROWEST YMCA

7/9/21

Full Time Job Opportunities **in Framingham unless noted otherwise**

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! Individuals must already have the ability to legally work in the United States. Competitive pay and benefits! Equal Opportunity Employer.

The Y offers a competitive wage and benefit package for full time, year-round employment positions:

- Health & dental insurance
- Disability and life insurance
- 10% Y Funded retirement plan
- MetroWest YMCA Membership
- Discounted program fees
- Paid time off and holidays

YOUTH AND YOUNG ADULT PROGRAMS DIRECTOR/CHANGEMAKER

Individual is responsible for 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.

Salary from \$45,000 annually!

A FEW OF THE ESSENTIAL FUNCTIONS (not the complete list) see next page

Develops, implements, and manages operating plans for ChangeMaker programs with a goal of promoting program and membership growth for the YMCA. Executes strategies to ensure that members and program participants connect with one another and connect with the Y.

Develops and controls department budgets related to the position.

Achieves and maintains certification to drive a YMCA vehicle and transport program participants based on departmental needs.

Leads 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.

Provides direct program delivery in 21st Century Programs, class instruction, league supervision, 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.

Ensures that all projects are properly documented, are delivered within budget and that work is evaluated and data input into management systems.

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 Association Membership and Marketing Director.

Maintains all certifications and training hours necessary for the position to include First Aid, CPR and O2 training.

QUALIFICATIONS:

- 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 (Portuguese or Spanish) a plus but not required

PHYSICAL DEMANDS:

Must be able to lift/pull/push 30-50lbs. Must be able to do repetitive motions. Must be able to sit in chair and stand on feet for long periods of time. Must be able to be exposed to outdoor environments and weather.