



# ASSOCIATE PROGRAM DIRECTOR (Club Kid & Camp)

## YMCA OF MIDDLETOWN

**Position:** Associate Program Director (APD)

**Employment Status:** Full-Time hourly/Non-Exempt

**Reports To:** Senior Program Director, Club Kid & Camp

**Salary Range:** \$32,000-\$35,000/Year

**Location:** The Center for Youth Programs

### General Function

Under the direction of the Director of Club Kid and Camp and within the expectations and policies of the YMCA of Middletown, the APD will be responsible for the day-to-day operations as it pertains to all childcare program areas with specific concentration on Club Kid and summer day camp.

### Qualifications

1. The APD must possess a strong understanding and general belief in the YMCA's mission and goals and a clear understanding of how it relates to youth and family programming.
2. This position calls for comprehensive knowledge, experience and an understanding of age appropriate activities and best practices for elementary age youth and before/after school childcare and day camp.
3. This position requires proven skills in both human and public relations.
4. The APD must have at least a minimum of 3 years experience working with youth and/or family programs in a supervisory capacity and have at least an Associates Degree in Elementary Education or a related field.
5. The APD must have the ability to understand fiscal responsibilities.

### Specific Duties

1. The APD will be responsible for the day-to-day operations of assigned Club Kid sites and a day camp component. It is the expectation that, as it regards Club Kid, the APD will visit each of their sites weekly, both AM and PM.
2. Support these programs by hiring staff and purchasing supplies that are necessary to keep any program or activity at a high quality level and keep a consistent standard of safety.
3. Promote growth and provide leadership for all paid staff and volunteers.
4. Communicate to Director of Club Kid and Camp and Program Director any concerns regarding staff, participants, parents, policies, activities or programs.
5. Help with the process of evaluating staff and programs periodically or whenever needed.
6. Assist in the coordinating and conducting of any staff meetings and trainings.
7. Assist in departmental budget process along with satisfying projected budgetary expectations.
8. Integrate the YMCA Core Values into all program venues.
9. Assist in the creation and facilitation of training venues for summer camp and Club Kid staff. Assist in the organization of any training events.
10. Assure that all training and paperwork pertaining to Club Kid and camp is current and in compliance, including licensing and permit applications.
11. Promote Y programs throughout the community, by being a liaison between schools, community and the Y.
12. Complete all aspects of hiring, including employee packets along with bi-weekly payroll and yearly evaluations.
13. Cultivate program ideas that incorporate the Y's Core Values.
14. The APD should work towards receiving Program Director status by attending the necessary YMCA of the USA program modules.
15. Work alongside the Director of Club Kid and Camp or Program Director whenever necessary.
16. Attend any and all meetings at the request of the Chief Executive Officer and Director of Club Kid and Camp
17. Be an active supporter and participant in all our campaigns and special events.
18. Participate in outside events that support the community and promote public awareness of the Y.
19. Actively support branch needs, as "Director on Duty", on designated nights.

**The Associate Program Director efforts in the above areas should result in:**

1. High quality, value based programs for the youth and families that serve our community's needs and the mission of our Y.
2. Maintaining high standards of professional ethics with regard to staff, participants and their families.
3. The demonstration of strong values through excellent leadership and have positive influence on colleagues and staff.
4. A coordinated, balance between the YMCA, local school districts and our targeted communities.
5. Strong, positive enhancement to youth and family programming.

**Submit Application/Resumé to:**

**Irene Rumsey**

**Senior Program Director, Club Kid & Camp**

**YMCA OF MIDDLETOWN**

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