



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cadillac Area YMCA Job Posting

Job Title: **Youth Development Coordinator**

FLSA Status: Full Time, Non-Exempt

Reports to: Executive Director

Revision Date: 7-10-26

Compensation: \$15.00-\$17.00/Hr.

Position Summary:

Under the direction of the Executive Director, the Youth Development Coordinator will be responsible for the administration, coordination, planning, delivery, and evaluation of teen youth development programs and operations. This position also supports certain non-programmatic duties as related to membership development and facility management. This is a full-time position (35-40 hrs./week), 12-7pm Monday-Friday.

Essential Functions:

1. Youth Development programs include but are not limited to: Teen Center, Teen Impact, Camp Torenta and Educational Enrichment programming.
2. Engage proactive, positive risk management plan that will effectively minimize risk exposure and incidents. Provide for appropriate, timely, response when incidents do occur.
3. Recruits, hire, train, schedule, supervise and evaluate all paid and volunteer instructors as programs dictate and budget guidelines allow. Develop systems to motivate staff and achieve goals.
4. Ensure that all staff have appropriate and updated certifications. Oversee ongoing training. Plan and implement in service meetings as needed.
5. Provides direct program instruction, implementation and leadership.
6. Develop and implement annual budgets for the youth development programs and manage agreed upon budgets within operating guidelines.
7. Maintain essential program data and reporting as it relates to grants, service reports and management needs.
8. Develop, implement, and oversee youth development programs that reflect community needs and maintain the YMCA's high standards of quality, safety, and caring. Develops and maintains collaborative relationships with community organizations.
9. Maintain best practices and security concerning computer hardware and password management.
10. Work with the Membership Director to effectively promote youth development programs and resources. Prepare regular program information and details for marketing efforts.
11. Maintain graphic and branding standards while designing marketing materials.
12. Assist in YMCA fund raising activities and special events. Leads by example by supporting the annual campaign.
13. Remain current in required and voluntary training in order to promote growth in spirit, mind, and body.
14. Provide excellent member service by exceeding member expectations. Ensure that all membership and program retention strategies are maximized. Work closely with entire YMCA team to ensure member satisfaction, tracking, and follow-up.
15. Engage in active listening with members in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals.
16. Be a positive representative of the Cadillac Area YMCA in the community at all times reflecting the Caring, Honesty, Respect, and Responsibility.

Qualifications:

- Bachelor degree in related field or equivalent training or related experience.
- 3 years' experience with direct supervisory responsibility preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community and experience working with all age groups.
- Proficient with current technology, desktop office computers and mobile devices
- Required training within 30 days of hire: Child Abuse Prevention, Bloodborne Pathogens, Workplace Harassment, Internet Safety, CPR, AED, and First Aid

Benefits:

- Health, Dental & Vision Insurance
- Life Insurance
- Retirement Plan
- Free YMCA Family Membership