



YWCA Mahoning Valley

25 W. Rayen Avenue
Youngstown, OH 44503

P 330-746-6361

F 330-747-6360

ywcamahoningvalley.org

Youth Manager

YWCA Mahoning Valley is hiring for a Youth Manager that oversees the youth development program.

Major responsibilities

Managing the operations of early learning center serving children 6 weeks to 5 years and developing and implementing curriculum for summer camps for middle school girls, based on STEAM theme.

Duties

Ensuring smooth operations, supervising, hiring and training staff, interacting with parents and community partners, assisting in recruiting efforts, and ensuring program remains compliant according to licensing standards.

Overall, this position will manage the operations of YWCA's Youth program. The individual will interact with parents, coordinate marketing efforts, hire and train staff, and ensure that facilities and staff members comply with state licensing regulations. The Youth Manager will create and implement curriculum and activities that promote early childhood development and oversee summer programming for middle school girls. This is a full time position and reports to the Chief Operating Officer. Must be committed to the mission of eliminating racism and empowering women. YWCA is an Equal Opportunity Employer.

Essential Skills

The Early Childhood Administrator must have a strong understanding of early childhood development and child care. He/she needs to have strong leadership skills, the ability to delegate authority and is able to hire, train and manage staff. Excellent written and verbal communication skills are essential for interacting with parents, children, and coworkers.

The ideal candidate must be organized, practice good computer skills and be able to handle multiple tasks at once.

Tasks include but are not limited to:

- Maintaining an environment that is tolerant and respectful of child and family cultures, values and differences.
- Maintain positive relationship with parents and community partners
- Supervise Youth program staff and provide support/ back up as needed
- Conduct performance evaluations for staff to ensure their positive professional growth
- Provide care in classrooms as needed to meet safety and licensing regulations.
- Tour prospective families
- Knowledge of Licensing standards and Step Up to Quality guidelines to keep up and improve quality ratings
- Ensure program follows ODJFS licensing standards
- Maintain center records and compliance documents (includes emergency drills; building, fire and sanitation inspections)
- Maintain attendance records, stats, and milestones for grant reporting



YWCA Mahoning Valley

25 W. Rayen Avenue
Youngstown, OH 44503

P 330-746-6361

F 330-747-6360

ywcamahoningvalley.org

- Develop and maintain Early Childhood curriculum with a STEAM focus.
- Help prepare, inventory, and maintain program resources
- Establish and maintain a healthy, safe and fun working environment.
- Maintain and increase enrollment
- Develop and implement Summer program with a STEAM focus for middle school girls
- Act as a liaison for community partners and build strong relationships ensuring positive outcomes for program delivery
- Build partnerships to ensure growth and improvement in Summer programming
- Conduct programming with the goal of serving YWCA’s mission of eliminating racism and empowering women
- Evaluate program for efficiency and impact and suggest improvements to ensure ongoing success
- Administer the Child and Adult Food Program (CACFP) for the site
- Organize, verify, and keep current record requirements as it pertains to the CACFP
- Participate in annual CACFP training, and providing training to staff
- Oversee the vended meals and verifying menus and meal patterns by vendors meet the CACFP requirements

Requirements

- The candidate needs a Bachelor’s degree in Education, Early Childhood or related field.
- Must be able to work flexible hours (during work week)
- Some evening and weekend hours – as needed to represent YWCA at events and outreach fairs
- Excellent written and verbal communication skills
- Ability to problem solve and manage conflicts
- Possess adequate digital skills and ability to use technology
- **Must pass a Drug Screen and a Background Check**

Experience

- Childcare: 3-5 years (Required)
- Supervisory: 1 year (Preferred)
- School Age Programming: 1 year (Preferred)
- Marketing: 1 year (Preferred)

To Apply

- Email resume with a cover letter to vbhide@mvywca.org

YWCA’s mission is eliminating racism, empowering women, and promoting peace, justice, dignity, and freedom for all. We proudly serve the women and families of Mahoning and Trumbull Counties with housing, youth development, childcare, advocacy, and empowerment programs that meet the dynamic, changing needs in our community. YWCA is committed to diversity and inclusion in our hiring practices and creating opportunities for all.