



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOB FREESEN YMCA ORGANIZATION PROFILE, JOB DESCRIPTION & POSITION POSTING

POSITION: YOUTH DEVELOPMENT DIRECTOR

Under the supervision of the Executive Director, the Youth Development Director supports the development, organization, and implementation of high-quality YMCA programs at the branch and works in collaboration with youth development staff across the association to offer consistent, coordinated, and complimentary programs and services to members, families, and the community. The incumbent understands character development to be the guiding principle of the YMCA and personally exhibits a commitment to that goal in all YMCA operations.

The Bob Freesen YMCA in Jacksonville, Illinois, is a trusted community leader in youth development, committed to nurturing the potential of every child and teen. As part of the national YMCA movement, we provide a safe, inclusive, and engaging environment where young people can grow into confident, capable, and caring adults.

Our youth programs span early childhood education, after-school care, summer day camps, and youth sports. These programs are designed to foster academic success, social-emotional learning, physical wellness, and civic responsibility.

As Youth Development Director, you'll be at the forefront of this mission—leading a passionate team, designing impactful programs, and building strong partnerships with families, schools, and community organizations. This role is ideal for a visionary leader who thrives on mentoring staff, innovating youth services, and making a lasting difference in the lives of young people.

Join us in shaping the future—one child, one program, one community at a time.

Jacksonville is a city and the county seat of Morgan County, Illinois, United States. The population is approximately 17,616. It is home to Illinois College, Illinois School for the Deaf, and the Illinois School for the Visually Impaired. Jacksonville is the principal city of the Jacksonville Micropolitan Statistical Area, which includes all of Morgan and Scott counties.

Salary: \$38,000- \$42,000

Benefits: Family use of Y facilities, PTO (vacation/personal/sick), health insurance stipend, 503B smart savings plan, and Y retirement when eligible.

How to Apply: Email: Angie Sowle, Managing CEO for Bob Freesen YMCA at asowle@jacksonvilleymca.org, include Bob Freesen Youth Development Director in the subject line.

- In the email, include a resume and cover letter along with three professional references and three personal references
- Position application closes 3/23/2026
- Application review and interviews will be ongoing. The vacancy may close at any time.

JOB DESCRIPTION

Job Title: **Youth Development Director, Bob Freesen YMCA (Jacksonville, IL)**

FLSA: Full Time, Exempt

Reports to: Executive Director

Revision Date: 7/21/2025

POSITION SUMMARY:

Under the supervision of the Executive Director, the Youth Development Director supports the development, organization, and implementation of high-quality YMCA programs at the branch and works in collaboration with youth development staff across the association to offer consistent, coordinated, and complimentary programs and services to members, families, and the community. The incumbent understands character development to be the guiding principle of the YMCA and personally exhibits a commitment to that goal in all YMCA operations.

ESSENTIAL FUNCTIONS:

1. Direct and supervise program activities to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develop strategies to motivate staff and achieve goals.
3. Establish new program activities and expand program within the community in accordance with strategic and operating plans.
4. Develops and monitors program budget to meet fiscal objectives.
5. Coordinates use of facilities for program activities and events.
6. Assists in YMCA fund raising activities and special events.
7. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
8. Works to always ensure the safety of the children in the program.
9. Plans and implement program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values.
10. Follows policies and procedures.
11. Reports any maintenance issues or program needs.
12. Maintains a clean, welcoming program area.
13. Completes necessary training.
14. Report any problems or concerns to Program Director.
15. Complete Incident Reports and other documentation as needed.
16. Monitors payroll for all direct reports.
17. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

PROGRAM SPECIFIC DUTIES

School Age Care

- Develop an annual calendar for advertising, enrollment, open house events, recruiting and training staff, promoting the program overall and evaluation of the school year when complete.
- Develop, implement, evaluate, and overall manage day-to-day operations ensuring the safety and well-being of all children in the program.
- Supervise site coordinators and staff, maintain staff schedule, and serve as site coordinator as needed.
- Assist coordinators in program development, staffing issues, revenue collection and expenditures and other administrative tasks.
- Ensure CCAP and DCFS processes and procedures are followed according to established guidelines and that staff are up to date on all necessary training.
- Report maintenance issues at sites and ensure facility readiness.
- Supply weekly reports of parent or third-party payment received.
- Oversee reconciliation of site payment logs and billing software.
- Coordinate weekly billings and monthly bank draft for any outstanding or scheduled payments.
- Maintain and supply attendance records as applicable for reimbursement from 3rd party payors.

Camps

- Develop an annual calendar for advertising, enrollment, open house events, recruiting and training staff, promoting the program overall and evaluation of the camp when complete.
- Oversee day-to-day operations ensuring the safety and well-being of all children in the program.
- Ensure quality programming.
- Assist with the purchasing of supplies.
- Monitors operations to adhere to YMCA and DCFS health and safety regulations.

Child Watch

- Provide a high level of customer service while dealing with YMCA members, guests, and staff.
- Maintain open communication with all parents.
- Maintain daily toy cleaning schedule.
- Maintain attendance records.
- Build relationships with members, guests, and staff.

PROTECTING YOUTH & VULNERABLE POPULATIONS

Overarching Goal: Through their training, best practice, monitoring, supervision, vigilance, and reporting maintain an environment and culture where all are safe from harmful actions of others physically, psychologically, and behavioral.

Employees and volunteers who directly supervise consumers will:

- Adhere to policies related to boundaries with consumers.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising consumers.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.

Supervisors and administrators will:

- Follow employees and volunteers screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with on-going supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with consumers.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their consumers from abuse.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum two years of experience working with youth.
- Experience supervising multiple staff.
- Previous program development.
- Bachelor's degree in related field preferred.

- Previous camp experience preferred.
- Experience developing and managing financials in a business or organizational setting preferred.
- Have leadership competencies in the identified key areas.
- Ability to learn quickly.
- Ability to work with integrity, discretion, and a professional approach.
- Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, social, economics, etc.).
- Ability to complete all required trainings within 60 days of employment, including but not limited to CPR, first aid, Living Our Cause, DCFS Mandated Report, IL Gateway Registry Modules and to maintain these certifications as current as outlined by regulations or requirements.

Key Leadership competencies a person should bring to this position:

- Functional Expertise
- Emotional Maturity
- Engaging Community

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Sufficient strength, agility, and mobility to perform essential functions and to supervise program activities.
- Visual and auditory ability to respond to critical situations ability to act swiftly in an emergency.
- Ability to speak concisely and effectively communicate.
- May require physical effort and cardiac endurance while reaching with hands and arms, stooping, kneeling, crouching, standing, walking, balancing, bending, leaning, kneeling, walking, and climbing.
 - *Specifically,*
 - *Walking up and down stairs multiple times a day.*
 - *Carrying supplies to and from work locations, normally lifting less than 25lbs.*
- The noise level in the work environment is usually *moderate*.

SAFETY & COMPLIANCE

Child Abuse Policies & Prevention: The YMCA enforces policies to prevent child abuse. Allegations or suspicions are taken seriously and reported to authorities. Procedures include unscheduled visits, open doors for parents, and a code of conduct for staff. We screen carefully to prevent abusers from being hired and provide child abuse prevention training to staff. Employees who fail to support these policies will be subject to discipline, up to termination.

Background Check: A background check, including criminal, work, and reference checks, is required at hire and may be repeated during employment. Negative reports or false information will result in immediate termination.

Alert & Focused: Use of illegal drugs, alcohol, medications, and lack of sleep can impact alertness. Employees involved in work-related injuries may be required to submit to drug and alcohol screening. Suspicious behaviors may also be subject to screening. Positive results will result in termination.