



Community Programs Director * Frost Valley YMCA Claryville, NY

Overview: The Frost Valley YMCA is seeking a Community Programs Director in Claryville.

The Community Programs Director provides strategic leadership for the planning, growth, and quality of Frost Valley YMCAs community-facing programs. This role focuses on building strong relationships across the local community, identifying emerging needs, and developing new programs and partnerships that expand Frost Valleys reach and impact.

The Director oversees the overall direction and quality of day camp, onsite daycare and aftercare operations. In addition to program oversight, the Director leads community outreach efforts, cultivates partnerships with schools, municipalities, and local organizations, and hosts community-based programs and events at Frost Valley.

ESSENTIAL FUNCTIONS:

Program Leadership & Oversight

Provide leadership and oversight for the daily operations, Day Camp, Equestrian Day Camp, childcare, afterschool, and community programs

Maintain overall responsibility for the safety, wellbeing, and positive experience of all participants

Maintain a consistent onsite presence

Advance the financial sustainability of community programs

Community Outreach & Program Development

Lead the planning, development, and execution of community-oriented programs and signature events

Serve as a visible representative of Frost Valley YMCA by attending community tabling or outreach events annually, and supporting marketing and enrollment efforts

Identify emerging community needs and opportunities and collaborate with internal teams to design new programs and partnerships that expand Frost Valleys impact and accessibility

Staff Leadership, Coaching & Development

Supervise, coach, and support the Community Programs Coordinator, including maintaining a regular onsite presence at the school during the academic year

Provide supervision and support to the Childcare Manager,

Partner with the Community Programs Coordinator to recruit, hire, train, evaluate, and retain seasonal, part-time, and leadership staff

Inspire and lead the Community Programs staff team
Ensure staff compliance with all personnel policies and utilize progressive discipline practices as needed
Operations, Systems & Administrative Oversight
Oversee scheduling and payroll processes
Support the maintenance of participant records and staff files, including registrations, permissions, physicals, emergency information, and training documentation, ensuring compliance with organizational and regulatory requirements
Serve as the primary liaison for families, campers, and students
Collaborate with Development teams to support fundraising efforts
Maintain the childcare license and ensure all regulatory documentation, inspections, and compliance requirements are met consistently and proactively

Requirements:

Reference Check

Valid Driver's License

First Aid and CPR Certification, or willingness to obtain

5 Yrs. experience working with Youth, including leadership roles

Proficiency in Google suite

Able to sit and stand long periods of time and lift 50 pounds

Bachelor's degree in Early Childhood, Child Development, Education, Recreation, or a related field; equivalent experience may be considered

Skills required to perform the job:

Reliable

Detail Oriented

Motivated

Personable

Shift, Salary and Benefits: This is a full-time position, Monday - Friday, First Shift, Hybrid Schedule and onsite, \$65,000 - \$72,000 yearly, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

Apply: by emailing hr@frostvalley.org and apply online at

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/3895540>