



# **JOB DESCRIPTION**

## **YMCA OF METROPOLITAN LOS ANGELES**

**Job Title:** EXCEL with STEM Director  
**Branch:** Camping Services  
**Reports To:** Sr. Program Director/Executive Director  
**Effective Date:** Negotiable

**POSITION SUMMARY:** This position will provide oversight and direction for the development and implementation of programs that teach Science and Technology in an outdoor setting. The primary focus will be on the implementation of the EXCEL with STEM program at Camp Whittle. This will require curriculum mastering, identifying funding opportunities, presentations to potential partners and school groups, and hiring and training staff. This position will also work with YMCA branches to develop programs at the branch level to address learning gaps in the area of Science and Technology.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Bachelor's Degree required in one of the following disciplines: Math, Science, Education, Engineering, or similar field
- 5 years' experience working in program design and implementation
- Ability to function with a high degree of autonomy and creativity and must be able to work in a rapidly changing environment
- Experience working within a diverse organization and awareness of the education goals of a multicultural population
- Proficiency in word processing, database management, using modern software including preparing letters, reports, presentations, charts and graphs from statistical information
- Strong interpersonal skills, as well as a collaborative approach to problem solving; detail oriented with the ability to exercise good time-management skills and aptitude to multi-task
- Success in securing grant funding
- Excellent oral and written communications skills
- Ability to direct the work of others, and work effectively with committees

### **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.

### **ESSENTIAL FUNCTIONS**

#### **Curriculum & Program Development**

1. Master and continue to develop the curriculum of the EXCEL with STEM program
2. Work with partner organizations to incorporate existing curriculum into the EXCEL with STEM program
3. Create presentations for the potential stakeholders
4. Research current California Science standards and incorporate into class design



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### **Partnerships**

1. Seek out and build partnerships with STEM related organizations and educational entities
2. Build partnerships with possible funding organizations
3. Work with branches to identify possible partnerships with schools and corporations
4. Strengthen relationships and establish new partnerships with K-12 Districts, community colleges and other key stakeholders on STEM educational matters

### **Fundraising / Feasibility**

1. Conduct a feasibility study to assess program needs and finances
2. Identify potential funding partners and foundations
3. Work with Metro grant writer to write proposals to ensure continued support of major program initiatives and maintain programmatic oversight of all funding
4. Market EXCEL with STEM program to ensure a highly visible presence and positive reputation throughout the Los Angeles YMCA Association

### **Finance**

1. Develop annual operating budget; manage department budget to achieve monthly, quarterly and annual goals at all times
2. Complete and submit financial variance reports monthly to Executive Director; Manage forecasts to successfully meet operating plan
3. Maintain systems for variance analysis, revenue and expense monitoring and control
4. Oversee department spending and obtain authorization accordingly

### **Branch Program Development**

1. Work with branch leaders to identify learning gaps in their communities
2. Present programs that address Youth Development in the area of STEM
3. Work with branch leaders in the areas of training and implementation
4. Collaborate with branches to implement pilot programs on YMCA branch campuses throughout the Los Angeles Association

### **Other Functions**

1. Have reliable transportation and the ability to travel as needed to meet the responsibilities of this position
2. Uphold YMCA policies for safety, supervision, mandated reporting and risk management
3. Demonstrate the Six Pillars of Character (Trustworthiness, Citizenship, Respect, Responsibility, Caring, Fairness) as well as the YMCA Core Values of caring, respect, honesty and responsibility in all dealings when representing the YMCA

### **YMCA LEADERSHIP COMPETENCIES**

The Y's Leadership Competency Model is comprised of 18 leadership competencies (leadership knowledge, skills, and behaviors required for success in the Y), organized by the four disciplines of cause-driven leadership:

**Mission Advancement** - advancing the Y's promise to strengthen community.

Competencies include: Values, Community, Volunteerism, and Philanthropy



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**Collaboration** - working with, understanding and developing others.

Competencies Include: Inclusion, Relationships, Influence, Communication, Developing Others

**Operational Effectiveness** - ensuring relevance, effectiveness, and sustainability.

Competencies include: Decision Making, Innovation, Project Management, Finance, and Quality Results

**Personal Growth** - developing continually to adapt to new challenges.

Competencies include: Self Development, Change Capacity, Emotional Maturity, and Functional Expertise

*While all competencies are significant the following are critical in the success of this position:*

**Influence:** Serves as a community leader building collaborations based on trust and credibility to advance the Y's mission and goals

**Innovation:** Involves members and community in the development of programs and activities

**Philanthropy:** Secures resources and support for all philanthropic endeavors

**Relationships:** Builds and nurtures strategic relationships to enhance support of the Y

### ACKNOWLEDGEMENT

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

*The employment of all Association employees is at-will. This means that either the employee or the Association may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. This Policy of at-will employment only can be changed by an express written agreement signed by the CEO.*

*I understand that as a representative of the Association I will be expected to model the highest standards of behavior and performance in my position. In that regard, I understand and agree that I will comply with all policies and procedures that are applicable to me and/or to my job position, including, but not limited to, the Employee Handbook.*

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Employee Name (printed)

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Employee Signature

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Date