

## JOB DESCRIPTION

**Job Title:** Towne Director - YAT

**Organization Segment:** Young Americans Center for Financial Education

**Reports to:** VP/Program Operations and Execution

**Status:** Exempt

### **Position Summary:**

Design, implement and evaluate the Young AmeriTowne elementary school financial educational program. Responsible for the training of Towne staff, teachers, volunteers and other individuals on how to provide participants the opportunity to learn about banking, finance and the free enterprise system, and global economics. Manages the day-to-day operation of Young AmeriTowne. Supervises a number of employees engaged in the daily operations associated with Young AmeriTowne under the limited guidance of the Vice President/Program Operations and Execution. Employee works with all other YA departments to promote the organizational culture of one vision, shared mission.

### **Position Responsibilities:**

- Serves as the lead facilitator of Towne during the school year and acts a summer program session lead during summer programs; answers questions from other employees, teachers, parents, and participants and resolves problems.
- Interacts with program sponsors including shop changes and sponsor recognition.
- Provides feedback to Vice President/Program Operations and Execution about curriculum enhancements and day-in-Towne operations.
- Edits Young AmeriTowne curriculum, contracts and all programs materials.
- Work with Programs Outreach Director to establish teacher boards to solicit feedback about YA Programs.
- Works with Programs Outreach Director and Regional Directors to align ITC curriculum to community needs.
- Provides professional development for new staff regarding Towne operations.
- Assists with marketing of all programs offered by Young Americans to educators, parent volunteers and other individuals.
- Provides support to educators before, during and after their involvement in Young AmeriTowne.
- Accepts feedback through student, parent, and teacher evaluation forms and communicates feedback to Vice President/Program Operations and Execution.
- Manages the maintenance of Towne and related equipment to ensure that it is always neat, organized, safe and accurately reflects the high-quality educational program being presented.
- Works with Development team to ensure needs of sponsors are met, makes suggestions to provide new and exciting sponsor opportunities.
- Communicates with VP/Human Resources when building issues arise.
- Assists with developing and monitoring the program budget.
- Orders and/or oversees that sufficient supplies and shop products are available.

- Works with Programs Registrar and VP/Program Operations and Execution to ensure session count and student number matches budget and goals of program.
- Conducts Teacher Training via on site orientations as well orientation webinar. May assist with other YA program orientations as assigned by VP/Program Operations and Execution.
- Conducts parent volunteer orientation webinar and other videos necessary for program.
- Acts as a summer program session director during summer programs; answers questions from other employees, parents, and participants and resolves problems during the camp.
- Prepares all camp materials for camps leading.
- Works with Programs Management Group to help build a positive inclusive culture withing the programs team.
- Serves as a focus group leader during summer programs.
- Makes edits to camp schedules and lessons.
- Works directly with Senior Towne Director as well as VP/Program Operations and Execution to maintain towne intranet system. Tests and writes/updates intranet manuals annually or when updates are made.
- Directly supervises the Assistant Towne Director as applicable.
- Supervises directly and indirectly the daily activities of Programs Assistants.
- Participates in selection process of Programs Assistants and Assistant Towne Director.
- Works with Programs Registrar and VP/Program Operations and Execution to ensure session count and student number matches budget and goals of program.
- Prepares and conducts the Assistant Director's performance evaluation when applicable.
- Assists with the preparation of Programs Assistants' performance evaluations, recommends employee salary increases, and may conduct individual reviews.
- Helps lead International Towne in absence of International Towne Director.
- Provides support to other programs leadership team members.
- Represents the organization at various functions as needed to promote programs.
- Promotes Young AmeriTowne at various community activities.
- May help with the Young AmeriTowne On the Road program in various communities outside of Denver.
- Attends outside activities as requested.
- Coordinates/assists with special projects as assigned.
- Performs other duties as assigned.

**Knowledge, Skill & Ability:**

- Comprehensive knowledge of Colorado elementary school financial literacy standards, as well as Common Core standards.
- Knowledge of the Young Americans' programs and services.
- Knowledge of the principles and practices associated with effective education techniques as they apply to children and adults.
- Knowledge of effective classroom management techniques.

- Knowledge of the principles and practices associated with effective supervision.
- Knowledge of fundamental accounting concepts and procedures.
- Ability to communicate effectively, both orally and in writing with children and adults.
- Ability to handle stress and maintain discipline while working with 40 to 140 children per session. Towne participants are age 10-14 yrs. Summer program participants are 7 – 14 years. YouthBiz Marketplace participants are 6 – 21 years. Girl Scout and Money Matters participants are 5-12 years.
- Ability to work effectively in a team environment.
- Flexibility to work irregular hours including some evenings and weekends.
- Ability to prepare and maintain records and reports.
- Ability to multitask, plan, organize, and carry out assignments within given deadlines.
- Ability to exercise attention to detail.
- Ability to be bonded and maintain current drivers license.
- Ability to become and maintain CPR and First Aid certification.
- Proficient using Word, Excel, Microsoft Publisher and other software.

**Education and Experience:**

- Educator experience and a Bachelor’s degree desirable in the areas of elementary education, or the equivalent combination of training and experience.
- Working knowledge of free enterprise and/or small business operations.
- A minimum of two years’ experience working with children.
- Previous supervisory responsibilities preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

**Compensation/Benefits:**

The bi-weekly rate for this position ranges from \$2,250 to \$2,813 which is equivalent to \$54,000 to \$67,500. The salary will be commensurate with skill level and applicable experience.

Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any additional cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

PTO (Paid Time Off) is unlimited along with 48 hours of sick time and 11 paid holidays.

**Date Approved:** July 2024

**By:** Amanda Krische