



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MEETING WATERS YMCA PROGRAM DIRECTOR

Job Title: **Program Director** (various programs)

FLSA Status: Exempt

Status: F/T

Reports to: Executive Director

POSITION SUMMARY:

This position supports the work of Meeting Waters YMCA (MWYMCA)—a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility—by developing, organizing and implementing high quality YMCA programs.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the communities in our service area and fulfill MWYMCA objectives.
2. Recruits, hires, trains, develops, schedules and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to inspire and support staff and achieve organizational goals.
3. Establishes new program activities and expands programs within our Y's service area in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, and works with the Administrative Coordinator to organize and schedule program registrations.
5. May review and process program scholarship applications.
6. Develops and maintains collaborative relationships with community organizations and our school partners.
7. Develops and monitors program budget to meet fiscal objectives.
8. Coordinates use of facilities for program activities and events with leaders of our host organizations.
9. Assists in volunteer-led YMCA fundraising activities and special events as requested.
10. Responds to all program participant/family and community inquiries and complaints in timely manner.
11. Models relationship-building skills and our YMCA core values in all interactions.
12. May assist with Board or Committee meetings as requested
13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
14. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
15. Develops and maintains relationships with state childcare licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.
16. Maintains appropriate State Licensing criteria and applications for all licensed programs.
17. Completes STARS applications/renewals for programs.
18. Performs other duties as assigned.

PROGRAM SPECIFIC DUTIES

Day Camp

- Creates and schedules all camp sessions and activities.
- Monitors daily camp operations to adhere to all state, local, insurance and YMCA health and safety regulations.
- Provides for upkeep of the Lewis Day Camp facilities and equipment, including a long-range capital improvement and preventive maintenance plan, and ensures the physical environment supports healthy living.
- Secures and monitors transportation program.
- Purchases and maintains supplies and promotional items for camp activities.

Y-ASPIRE

- Manages, directs and coordinates the school age child care programs for assigned location(s).
- Ensures high quality programs and establishes new program activities. Expands program within the service area in accordance with strategic and operating plans.
- Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
- Maintains proper records.
- Organizes special events for parents.
- Assists in the marketing and distribution of program information.
- Compiles program statistics.
- Monitors and evaluates the effectiveness of and participation in programs.

Other

- Explore re-establishing programs such as Youth and Government and Teen Adventure Camps.
- Establish and lead new program activities and expand program offerings within the service area in accordance with strategic and operating plans.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides program staff and volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of new, community-responsive programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. Five years related experience preferred.
3. Minimum age of 21.
4. Training requirements within 30 days of hire include completion of: Orientation to the Y; Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
5. Fulfillment of state-specific hiring standards for School Aged Programs.
6. Completion of YMCA program-specific trainings.
7. Proven ability to relate effectively to diverse groups of people from all social and economic segments of the community.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Climbing, sitting, standing, pushing, walking, kneeling, and stooping
- Some exposure to the outdoor elements
- Exposure to some chemical elements
- Ability to lift up to 50 pounds

Benefits Included:

Benefit package to include health & dental options, life insurance, AD&D, LTD, retirement (5%:3%), vacation, sick time, personal time and professional development.

Salary: \$35,000.00 - \$44,000.00

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____