Job Title: Program Director (various programs)
FLSA Status: Exempt
Status: Full Time or Part Time
Reports to: Branch Executive

POSITION SUMMARY:
This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Develops, organizes, and implements high quality YMCA program(s).

ESSENTIAL FUNCTIONS:
1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules, and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
8. Assists in YMCA fund raising activities and special events.
9. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. May assist with Program Committee meetings.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
12. Performs other duties as assigned.

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 volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

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 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. One to two years related experience preferred.
3. Minimum age requirements may apply; for example, minimum age of 21.
4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific certifications.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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).

**SIGNATURE:**
I have reviewed and understand this job description.

Employee’s name ______________________________ Employee’s signature ______________________________

Today’s date: ______________________________

**ADDED EXAMPLES OF PROGRAM SPECIFIC DUTIES**

**Youth/Adult Sports**
- Secures and schedules athletic fields and facilities.
- Organizes and conducts parent orientation meetings
- Organizes and conducts coaches training and meetings.
- Creates teams from paid and financially assisted registrations.
- Develops and distributes team practice and game schedules.
- Trains and schedules sports officials.
- Develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards.
- Coordinates and distributes team photographs.
- Organizes and hosts season parties and events.
- Transports and sets up equipment for games and practices.

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YMCA JOB DESCRIPTION FOR PROGRAM DIRECTOR/VARIOUS PROGRAMS- SAMPLE

- Monitors and purchases necessary sporting equipment.
- Organizes and conducts sports clinics.

Aquatics
- Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
- Maintains accurate records of pool chemical levels and facility maintenance.
- Maintains accurate records of staff certifications.
- Conducts and ensures proper maintenance of pools.
- Secures and schedules pool facilities.
- Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
- Creates and schedules swim classes, water fitness classes, and swim team practices and meets.

Teens
- Organizes and oversees program activities and events.
- Recruits and coordinates volunteers from the local community.
- Coordinates and monitors teen summer camps.
- Organizes, and conducts leaders clubs and other teen activities and events.
- Secures facilities for program activities and events.

Day Camp
- Creates and schedules all camp sessions and activities.
- Monitors daily camp operations to adhere to all state, local and YMCA health and safety regulations.
- Secures facilities and admission for day camp field trips and events.
- Secures and monitors transportation for field trips.
- Purchases and maintains supplies for camp activities.
- Purchases and distributes camp t-shirts.

Healthy Living
- Creates and schedules wellness classes.
- Hires, trains and supervises assigned staff which may include coordinators, instructors and trainers.
- Maintains equipment and facilities.
- Purchases equipment, parts and supplies as required.
- Coordinates and schedules equipment maintenance and repairs.
- Monitors daily operations to adhere to all YMCA health and safety standards and policies.
- Designs and implements new health and wellness programs.

Family
- Schedules and organizes program meetings and activities.
- Secures facilities, equipment and supplies for weekend camping activities.
- Coordinates transportation for weekend camping activities.
- Monitors camping events to adhere to all YMCA health and safety standards and policies.
- Develops and distributes program calendar and newsletter.
- Organizes and coordinate monthly family activities and events.

Active Older Adults
- Creates and schedules monthly activities and events
- Develops and distributes program calendar and newsletter.
- Secures facilities and supplies for activities and events.

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