



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADAIR COUNTY FAMILY YMCA

Job Title: Program Director

FLSA Status: Exempt

Reports to: CEO

Position Summary:

Develops, organizes and implements high quality YMCA programs.

Essential Functions:

1. Directs and supervises program activities to meet YMCA objectives (see detailed list below).
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands programs within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, organizes program registrations.
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. Responds to all member and community inquiries and complaints in timely manner.
10. Assists with Board of Directors Program Committee meetings
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

YMCA Competencies (Team Leader)

Mission and Community Oriented: Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.

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

Results Oriented: Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides others with frameworks for making decisions. Develops plans and manages best practices through team engagement. Cultivates relationships to support fundraising. Effectively creates and manages budgets.

Personal Development Oriented: Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change.

Program Specific Duties

Youth/Adult Sports

- Secures and schedules athletic fields and facilities.
- Organizes and conducts coaches training and meetings.
- Creates teams from 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.
- Monitors and purchases necessary sporting equipment.
- Organizes and conducts sports clinics.

Wellness

- Organizes and schedules group aerobics classes
- Evaluates, supervises, recruits group aerobics instructors
- Monitors classes to ensure quality programming

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 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.

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.

Qualifications:

1. Bachelor's degree in recreation, education, sports management or other closely related field required.
2. One to two years of related experience preferred.
3. Within 30 days of hire include: completion of: Abuse Prevention; First Aid; AED
4. Completion of YMCA program-specific certifications within one year of hire.

Physical Demands:

Sufficient strength, agility and mobility to lift equipment up to thirty-five (35) pounds and to supervise program activities in a variety of indoor locations and outdoors (may include inclement weather).