



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Program Director**
FLSA Status: Exempt
Status: F/T
Reports to: Executive Director

Department: Youth & Adult Programs
Revision Date: 5/18/17

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 sports programs for all ages.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet YMCA objectives. Expands youth sports program within the community in accordance with strategic and operating plans.
2. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
3. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
4. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
5. Organize and hire coordinators and staff for volleyball leagues and basketball leagues.
6. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
7. Organizes and conducts summer sports clinics.
8. Assists in the marketing and distribution of youth sports program information and organizes program registrations.
9. Develops and maintains collaborative relationships with community organizations.
10. Develops new programs outside of the YMCA.
11. Assists in YMCA fundraising activities and special events.
12. Responds to all member and community inquiries and complaints in timely manner.
13. Assists with Program Committee meetings.
14. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
15. Organize Teen Nights twice a month from October through May.
16. Schedule, hire and train Building Supervisors
17. Schedule, hire and train Commons Staff
18. Organize Course Marshals and help with set up/tear down of annual Hub Run 5k/2k race
19. 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 Degree in Physical Education, Recreation Management or related field.
2. Experience in program development, fiscal management, and staff development preferred as well as strong communication and interpersonal skills to successfully communicate and work with staff and volunteers.
3. Must be able to lead others to action in a positive and favorable way.
4. One to two years related experience preferred.
5. Minimum age of 21.
6. Typical requirements within 30 days of hire include: completion of: West Bend Online Trainings; CPR; First Aid; AED; Bloodborne Pathogens.
7. Completion of YMCA program-specific certifications.

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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____