



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SHELBY YMCA JOB DESCRIPTION

Job Title: **Program Director**

FLSA Status: Full-time, non-exempt

Department: Programs

Reports to: Operations Manager

Revision Date: 11/22/2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community. Develops, organizes and implements high quality YMCA programs and community events for all, including youth, adults, families, and seniors.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Directs and supervises all non-aquatic program activities, including but not limited to dance, gymnastics, youth sports, group exercise, health and wellness programs, and adult sports to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules and directs program staff and volunteers as needed.
3. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
4. Establishes new program activities and expands programs within the community in accordance with strategic and operating plans.
5. Implements marketing and distribution of program information. Organizes and schedules program registrations. May review and process program scholarship applications.
6. Develops and maintains collaborative relationships with community organizations.
7. Develops and monitors program budgets to meet fiscal objectives.
8. Plans, develops, and implements high quality wellness related events to strengthen community.
9. Assists in YMCA fundraising activities and fundraising special events.
10. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs. Sends program surveys at the conclusion of each program and uses the data to improve.
12. Performs related duties as assigned.

Shelby YMCA Community Center

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LEADERSHIP COMPETENCIES:

- Communication & Influence
- Innovation
- Program/Project Management

QUALIFICATIONS:

- Preferred Bachelor's degree in human services, social services, recreation, business or equivalent.
- YMCA Team Leader or Multi-Team Leader certification preferred.
- Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
- Excellent interpersonal and problem-solving skills.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Prefer knowledge of, and previous experience with, diverse populations.
- Proven track record of developing authentic and deepened relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- CPR and First Aid certifications required within 30 days of hire.

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

PAY RANGE

- \$14.00-\$16.00 per hour

AGREEMENT:

This job description is not an expressed or implied contract. The Shelby YMCA reserves the right to change this job description as necessary.

Having read and understood my job description, I accept the position of Senior Program Director for the Shelby YMCA.

Employee's name

Employee's signature

Today's date: _____

