

## GREENSBURG YMCA JOB DESCRIPTION

Job Title: Senior Program Director

Job Code: Director

Reports to: CEO

Revision Date: 6/25/2013

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### **Position Summary:**

Develops, implements, and evaluates high quality YMCA programs focusing on Health & Wellness, Sports, Aquatics, Gymnastics, and Youth/Family Departments along with driving revenue through our rental opportunities. Additional responsibilities include assisting the Chief Executive Officer (CEO) with the membership department.

### **Essential Functions:**

1. Oversight of the Health & Wellness, Sports, Aquatic, Gymnastic, and Youth/Family Departments.
2. Assisting the CEO with the management of the membership department.
3. Oversight of all rentals for YMCA including Supervised Student Living.
4. Develops and controls health & wellness, sport, aquatic, gymnastic, and youth/family budgets along with all rentals.
5. Assists with development and control of the membership budget.
6. Lead YMCA's safety compliance, risk management focus, drills, etc. (monthly drills).
7. Oversee the Aquatic Director to ensure they are leading the YMCA's certification program in aquatic department including First Aid, CPR, swim instruction, lifeguarding, and maintenance/chemical.
8. Coordinate the Director on Duty (DOD) schedule.
9. Oversee the Wellness Director's development, implementation, and evaluation of health and wellness programs/initiatives
10. Work with CEO and Membership Department Staff on networking opportunities to advocate for the Y and lead our program initiatives throughout our service area to generate program revenue.
11. Oversight of program statistics/reports and report them to the CEO in a timely manner as assigned.
12. 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.
13. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
14. Responds to all member and community inquiries and complaints in timely manner within 24-48 hours.
15. Supervise the daily operation of all program space and work with the Facility Property Manager to ensure those spaces are clean, safe, and functional for members and program participants.
16. Visit programs regularly during peak times to ensure high quality and evaluate staff accordingly.
17. Represent the Y in at least one committee and/or organization outside of the YMCA.
18. Develops and maintains collaborative relationships with community organizations especially hospitals, schools, and other organizations as assigned.

19. Serve on the Membership/Marketing while leading the Facility and the Program Committees.
20. Serve as Director on Duty as scheduled.
21. Assist with all fundraising efforts and lead at least two in each of assigned departments.
22. Acquire and maintain certifications related to department oversight and Y-USA.
23. Other duties as assigned.

**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 engagement of team. 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.

**Qualifications:**

- Bachelor’s Degree in related field including business administration, sport management, recreation management, athletic administration, etc.
- A minimum of five (5) years of program management experience, preferably in a YMCA, other not-for-profit agency, and/or athletic administration.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Outstanding leadership, interpersonal and managerial skills are essential. Five (5) to eight (8) years of supervisory experience required.

**Physical Demands:**

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).

***This position description is not a contract. The Greensburg YMCA reserves the right to change this position description as necessary. I have read and understand the position description, expected work schedule, and rate of compensation, and I accept this position.***

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_