

Williams County Family YMCA

Position: Program Director
Supervisor: Executive Director
Date: May 2021
Fulltime Salary: \$36,000-\$38,000

Be a difference maker, with the Williams County Family YMCA. We are a Cause Driven community of collaborative, bold, fun, dedicated individuals, whose passion is the many people we guide, teach, and protect every day. As leaders in the health and wellness field, we're making a strong, lasting, positive impact on our community. Here, you'll find a dynamic environment and culture that is open, friendly, welcoming, and collaborative. Are you ready to be an inspiring, innovative force that prepares people for success? Their future begins now. And so does yours.

Regardless of your role with us, you'll find so many things to love when you become part of our team. There's our fun, challenging work environment. There's the awesome team and supportive organization. You'll find that everyone in Williams County Family YMCA has the same goal: to prepare people for success and inspire them to be lifelong learners. Flexible, Creative, Fun, nurturing, positive...we're not just saying it. You'll find these things being demonstrated here, every day.

Why Work at The Y?

1. Future employers respect the Y

When future employers see the Y on your resume, they think of an organization with global ties that has been around for more than 100 years. We have a reputation for hiring good people who do great things.

2. Every day is something new

Whenever you work or wherever you work, every day is a new adventure. One moment you'll be helping kids with homework and the next you'll be leading a big art project or games outside.

3. Free Y membership

When you work for the Y, we offer you all the perks of being a Y member including access to free classes and discounts for child care.

4. The best coworkers ever

Everyone that works at the Y shares a passion for making their communities a better place, especially for kids. Don't be surprised if you leave your Y with great professional experience and new friends.

Along with competitive pay, the Williams County Family YMCA offers excellent benefits which include the following:

- Complimentary YMCA membership for all employees. Full time employees will receive a complimentary YMCA membership for their entire family.
- A rewarding career with professional growth and advancement opportunities
- A challenging and fun work environment with creative and talented individuals.
- All employees are eligible to participate in the YMCA's excellent retirement fund.

The Williams County YMCA is a drug free workplace and is committed to a policy of Equal Opportunity prohibiting discrimination in employment because of race, color, religion, gender, national origin, sexual orientation, age, genetic information, disability or veteran status.

GENERAL FUNCTION:

Under the direction of the Executive Director, and in accordance with YMCA policies, the Program Director is responsible for the day to day operations of the Aquatics and Sports programs at the Williams County Family YMCA. This position will provide direct supervision to other staff in multiple departments as well including but not limited to health and wellness, child watch and family programming. Preferred candidate will have expertise in aquatics and possesses a current lifeguarding certification or achieved within 30days of hire. This position also assists the Executive Director with all facility operations and provides leadership to the YMCA Annual Campaign. The Program Director will be in charge of all branch operations when the Executive Director is not at the facility.

KNOW HOW:

Preferred Bachelor's degree or equivalent in a Health & Wellness, Sports, Aquatics, or Customer Service related field with a minimum of 2 years' professional experience. He/she should have a positive history of leadership in the areas of staff development, program development, fiscal budgeting and management, and operational procedures. Multi Team or Branch Leader Certification preferred. Proven ability to display initiative, good judgment and ability to make decisions independently is required. Able to demonstrate written and verbal communication skills; public speaking, capacity to prepare reports, conduct training programs, create policies and guidelines, proven financial development experience and skills. Will possess competent computer skills in the Windows environment.

JOB SEGMENTS:

- **Staff Development:** Hire, supervise, train and evaluate staff teams. Consults with Executive Director before suspending or terminating staff members.
- **Budget Management:** Prepares, develops, administers and controls all department fiscal budgets including meeting income targets and expense control, in consultation with the Executive Director.

- **Facility Management:** Responsible for providing clean and well maintained facilities and grounds. Work with staff to upgrade facilities and equipment.
- **Strategic Planning:** Works with the Executive Director and volunteers to develop annual goals and individual staff goals as determined by the YMCA's Strategic Plan.
- **Recordkeeping:** Gather statistics as needed.
- **Risk Management:** Ensure the safety of members and staff. Report any areas needing attention immediately to proper department.
- **Schedule:** Ability to work evenings as needed to best serve the membership and lead programming.
- **Other Duties:** Assist the Executive Director with any other projects or activities as assigned to help branch reach its goals and objectives.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job, the employee will be required to plan, lead and participate in program activities in a variety of indoor and outdoor settings. 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 40 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.

YMCA COMPETENCIES:

Mission Advancement: Reinforces the YMCA/JCC values within the organization and the community. Effectively communicates the benefits and impact of the YMCA/JCC's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA/JCC. Serves as a community leader building collaborations based on trust and credibility to advance YMCA/JCC mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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.

If interested, please submit resumes electronically by May 21st, 2021 to Beth Konczal at bkonczal@ymcatoledo.org