

GEORGIA MOUNTAINS YMCA

Job Title: **Program Director I**

FLSA Status: Exempt

Reports to: VP of Operations/ Child Care Director

Revision Date: 11/8/2017

Position Summary:

Oversees the development and operations of various programs, such as health/wellness, aquatics, teens, child care, and/or other programs. Recruits, trains and supports assigned staff. Provides liaison to committee(s) and advisory board(s).

Essential Functions:

1. Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
2. Develops and controls department budgets related to the position.
3. Hires, trains, and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models relationship-building skills in all interactions.
4. Provides leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Develops and maintains effective working relationships within the community.
5. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
6. Ensures high quality member-focused programs through innovative program development, evaluations and on going training of staff.
7. Coordinates special events and activities.
8. Provides data and reports as required for assigned programs.

YMCA Competencies (Team Leader):

Community: Ensures a high level of service with a commitment to improving lives.

Influence: Empathetically listens and communicates for understanding when negotiating and dealing with conflict.

Developing Others: Provides staff with feedback, coaching, guidance, and support.

Innovation: Conducts prototypes to support the launching of programs and activities.

Finance: Effectively creates and manages budgets.

Quality Results: Holds staff accountable for high-quality results using a formal process to measure progress.

Qualifications:

1. Bachelor's degree in related field or equivalent.
2. One to two years related experience preferred, as a coordinator of people or activities.
3. Ability to use typical business software and office machines.
4. Understanding of the role of volunteerism within the YMCA.
5. Certifications as required by position.
6. Functional expertise as required by position.

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Employee's Signature
Program Director I

X

Date