

RIVER VALLEY REGIONAL YMCA

MEMBERSHIP PROGRAM DIRECTOR

Job Title: **Membership Program Director**

Branch Location: **Williamsport**

Reports to: **Branch Executive**

FLSA Status: **Exempt**

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.

Some benefits included in this position are a 50% reduction in childcare expenses and various other program discounts, retirement plans and free membership as well as professional development opportunities. All full-time positions within the Y organization also provide for paid time-off, holidays as well as health insurance, Life and Short-Term Disability benefits.

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 YMCA program(s).

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent combination of education and experience.
2. One to two years related experience preferred.
3. Previous supervisory skills in customer service preferred.
4. Excellent personal computer skills and experience with standard business software.
5. Minimum age requirements may apply; for example, minimum age of 21.