

Job Description

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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:

- Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
- 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.
- Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
- Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
- Develops and maintains collaborative relationships with community organizations.
- Develops and monitors program budget to meet fiscal objectives.
- Coordinates use of facilities for program activities and events.
- Assists in YMCA fund raising activities and special events.
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
- May assist with Program Committee meetings.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
- Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

- *Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
- *Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- *Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

- *Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

QUALIFICATIONS:

- One to two years of Management Experience.
- Five years related experience preferred, mechanical, general maintenance, pool maintenance, carpentry, drywall, etc.
- Minimum age requirements may apply; for example, minimum age of 21.
- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention; Working with Program Volunteers; CPR; First Aid; AED; Certified Pool Operator.
- Completion of YMCA program-specific certifications.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

***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.*

- 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).

PROGRAM SPECIFIC DUTIES

__ Maintenance

- Provides overall coordination of facility maintenance, including planning and developing preventative maintenance.
- Ensures the proper operation of all mechanical systems.
- Completes repair work and projects in a timely manner. Oversees all contractors that work in the facility grounds. May request and review bids, and recommend selection of contractors.
- Works with outside agencies such as fire, health, building departments, etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds.
- Advises management on maintenance issues and projects requested.

- Ensures that equipment is maintained and operated in accordance with policies and procedures of the YMCA.
- Updates facility plans periodically. May develop annual plans of capital projects, consistent with the YMCA's strategic plan and community needs.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

Job Type: Full-time