



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Corona-Norco Family YMCA

Job Description & Performance Standards

Position: Program Director- Youth and Family Programs
Classification: Full-Time – Exempt
Location: Rotating
Reports to: Senior Program Director
Salary Range: \$65-\$70k Depending on experience

Job Description Summary:

The Program Director is responsible to assist in the overall performance of all program operations in the Association with an emphasis on sports, music, and family programs. This position provides leadership for all assigned staff throughout the YMCA Programs umbrella to include enrollment, volunteer management, fiscal management, campaign, membership and program administration, facility and equipment stewardship, community relations, technology, communications, and marketing. This position's schedule will be focused towards evenings and weekends, as that is when programs are predominantly running.

Qualifications

- Bachelor's degree (or equivalent) in human services, nonprofit management, business or social services or similar subject.
- YMCA Team Leader Certification required or must be obtained within a maximum of three years.
- Minimum 2+ years of program management experience with sustained growth preferably within a YMCA environment or other nonprofit agency.
- Demonstrated ability to produce positive results in key areas of programming to include staff development, budgeting and fiscal management, risk management, membership recruitment and retention, board and volunteer development, facility management including support of renovations and/or construction and expansions.
- Ability to utilize all available resources to ensure the decision-making process is accurate and precise.
- Demonstrated commitment to the mission, purpose, and cause of the YMCA.
- Ability to establish and maintain positive relationships within the organization including the external community. Maintains a client service and hospitality mindset.
- Proven communication skills, to include both written and verbal communications, as well as demonstrated platform and public speaking ability.
- Demonstrated ability to work harmoniously with staff, volunteers, members, funders, and members of the business community.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.



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Essential Functions

- Represents and promotes the YMCA within our program areas. Maintains positive working relationships with program families and volunteers to support and grow programs.
- Assists in the development of the volunteers. Develop strategies to increase volunteer involvement at all levels.
- Assists in the development and management of the programs in order to meet or exceed budget targets.
- Provides direction and leadership for fundraising activities. Is accountable for achieving assigned goals.
- Provides leadership and support to program leads or front line staff to ensure financial and operational targets are met.
- Works collaboratively with Senior Program Director to develop short-term and long-term strategies.
- Continually reviews and evaluates key performance measures to ensure continuous improvement across all areas of program operations.
- Identifies area for inter-site cooperative programming to accomplish YMCA goals and realize operational and program efficiencies.
- Supports the implementation of Association-wide initiatives to attract, recruit, and retain members and participants.
- Supervises the hiring, training, development and supervision of front line staff. Ensures any required certifications or requirements are current.
- Assists as needed with the maintenance of facilities, grounds, and equipment to achieve safety and security.
- Model a member-focused culture and relationship building skills in all interactions.
- Fosters a climate of innovation to develop member/participant focused programs that support the overall YMCA mission, goals and strategies.
- In alignment with the overall strategic plan, develops long and short-range plans for the expansion of programs and services within the Association and community.
- Collaborates with marketing and communications team to develop marketing messages and resources to support the membership and program growth strategy.
- Keeps abreast of trends and issues in the community related to membership and program philosophy and strategies.
- Ensures diversity and inclusion are embraced and incorporated into business practices.
- Demonstrates and models the YMCA's four Core Values of Caring, Honesty, Respect and Responsibility.
- Exhibits personal and professional behavior in a manner consistent with the best interest of the Association.
- Builds upon the assigned current program offerings.
- All other duties as may be assigned.



Physical Requirements:

- Ability to sit, walk and stand for extended periods
- Ability to bend, lean and stretch
- Fine manipulation and simple power grasping ability required
- Ability to lift up to 35 pounds
- Ability to drive and must have own car for business purposes

Cause-Driven Leadership® Competencies

Mission Advancement: Reinforces the Ys values within the organization and the community.

Effectively communicates the benefits and impact of the YMCA’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. Serves as a community leader building collaborations based on trust and credibility to advance YMCA 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.

By signing below, the Senior Program Director-YMCA Programs acknowledges having read and agrees to the contents of this job description.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor

Date

CEO/Organizational Leader

Date