



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Corona-Norco Family YMCA

Job Description & Performance Standards

Position: Program Coordinator - ELOP
Classification: Part-Time – Non-Exempt, 15-25 hrs per week, evenings and weekends
Location: Corona-Norco Family YMCA (1331 River Rd.)
Reports to: Program Director
Salary Range: \$18-\$22, depending on experience

Job Description Summary:

The Program Coordinator is responsible for assisting in the overall performance of the Association's ELOP program. This position provides on-site leadership for programs currently in operation. This position's schedule will be focused on evenings and weekends, as that is when programs are predominantly running.

Qualifications

- Minimum 2+ years of program coordination 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 member engagement, fiscal management, risk management, membership recruitment, and retention.
- 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, and the community
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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 management of the programs to meet or exceed targets.
- Works collaboratively with the Program Director to ensure program quality and growth.



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- Continually reviews and evaluates key performance measures to ensure continuous improvement across all areas of programs.
- Identifies area for inter-site cooperative programming to accomplish YMCA goals and realize operational and program efficiencies.
- Assists with the development and supervision of front-line staff.
- 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.
- 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 interests of the Association.
- Builds upon the assigned current program offerings.
- All other duties as may be assigned.

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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



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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.