

## Program Director

The Program Director will be responsible for developing and administering all facets of current youth, family and fitness programs.

**YMCA** – Twin Pike Family YMCA

**Location** – Louisiana, MO

### **Job Description**

Under the direction of the Executive Director, and with guidance from the Board of Directors, the Program Director will be responsible for developing and administering all facets of current youth and family programs, fitness classes, and overseeing the Fitness Center. The staff person will be accountable for the administration of the department, program development and promotion, implementation and evaluation, staff scheduling and supervision, volunteer management and financial operation in accordance with the organization's goals, objectives and policies. The Program Director must understand their role in helping build relationships and continuing program development in our Missouri and Illinois service areas.

### **Qualifications**

This position requires a BA/BS degree in recreation, physical education, exercise science, or related field, or its equivalent and 2-3 years previous experience with the YMCA or a similar agency, preferably managing multiple programs/services. Applicant must have basic programming skills with special emphasis on youth activities and volunteer recruitment. Experience in all or some of the following: youth/adult sports, health and wellness programming, staff management, and volunteer recruitment and management. The ability to relate to all age groups is essential and specifically to the developmental needs of youth. Experience with volunteers, fiscal management, and program development is also important. The need exists to be current with community trends, highly motivated, mission-driven and a team player. Due to the diversity of responsibility, a high degree of organizational ability is needed. Strong skills are necessary in supervision, management, income production, expense control, public relations, promotion, communication skills, and record-keeping.

### **Essential Functions**

- Assists in the development of department budgets. Administers and controls the designated budgets, including meeting income targets and expense control, in consultation with Executive Director.
- Recruits, selects, trains, supervises and evaluates paid and volunteer department staff.
- Interprets organizational goals, objectives and policies to the community and constituency.
- Evaluates programs and recommends changes based on compatibility with the organization's goals. Is responsible for the development of new program thrusts.
- Prepare reports as required.
- Update organization's program guide and web page according to timelines and facility guidelines.

- Shares responsibilities for supervision, public relations, planning and promotions as agreed, including assessment and expansion of programming.
- Supervises and is accountable for care and up keep of department equipment and facilities, including applicable off-site program locations.
- Shares responsibility for providing income through membership fees and special subsidies.
- Assists in Annual Fundraising Campaigns and other center and association activities as assigned.
- Directs and organizes department program activities compatible with the organization's goals.
- Provides direct leadership to specific programs as agreed upon with the Executive Director.
- Involved with other community groups in identifying and responding to community needs and issues.
- Assists with any other projects or activities as may be assigned.

**Required Certifications**

BA/BS degree in recreation, physical education, exercise science, or related field, or its equivalent and 2-3 years previous experience with the YMCA or a similar agency is vital to the success in this position.

**Salary**

\$30,000.00 - \$33,000.00

**How to Apply**

E-mail resume to: [bethgraves.twinpikeymca@gmail.com](mailto:bethgraves.twinpikeymca@gmail.com)