



FOR YOUTH DEVELOPMENTSM
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Twin Pike Family YMCA Job Description

Job Title: **Senior Program Director**

FLSA Status: Exempt/Full-Time

Reports to: Executive Director

Revision Date: 05/23

Position/Job Summary:

The Senior Program Director carries responsibilities in multiple departments. This position directly supervises and provides leadership to the Twin Pike Family YMCA Wellness department including personal training, community outreach and oversight of the fitness center. This position is responsible for establishing the YMCA as the leader and a pacesetter for health and wellness programs in the community. Their responsibilities would include new member wellness consultations, new member launch and journey, group exercise, personal training and oversight of community-based wellness initiatives.

In addition to Wellness responsibilities, the Senior Program Director develops, organizes and implements high quality YMCA sports and recreational programs for youth and adult. They also provides gym supervision and coordinates reciprocities with neighboring schools for use of gymnasiums and field space.

Under the direction of the Executive Director and consistent with the mission of the YMCA, the Senior Program director must have a commitment to the YMCA and its core values: caring, honesty, respect and responsibility.

This position requires evening and weekend hours. Hours are flexible to allow for evening and weekend hours.

Responsibilities:

- Professional Demeanor: The Senior Program Director will represent the Twin Pike Family YMCA in a positive, professional manner to the community. The employee must be self-motivated and must be able to interact positively with members, guests and fellow staff.
- All guidelines must be followed in accordance with the Employee Handbook.

Essential Functions:

- Directs, implements and manages operating plans to promote program and/or membership growth for the YMCA.
- Recruits, hires, trains, develops, schedules and directs personnel as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Ensures high quality member-focused programs through creative program development, evaluations and on-going training of staff.
- Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
- Develops and maintains collaborative relationships with community organizations.
- Develops and monitors program budget to meet fiscal objectives.
- Provides leadership and support to the YMCA fund raising activities and volunteer committees/boards assigned.
- Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in a timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
- Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures followed.
- Attends and participates in staff meetings, staff training and YMCA events, as designated.



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Specific Wellness Responsibilities:

- Coordinate and maintain schedule of part-time staff to supervise gym and weight room.
- Assist Group Fitness Coordinator with schedule of group fitness classes and instructors.
- Establish systems for regularly scheduled fitness equipment inspections to ensure safe and proper working order at all times. Coordinate and schedule equipment maintenance and repairs.
- Support and assist with multiple health and wellness special events and activities and off-site locations.
- Develops, administer and control the wellness department budget and take appropriate action to maintain the fiscal integrity of the department.
- Conduct and oversee wellness consultations.
- Conduct and oversee individual and group personal training sessions.

Specific Sports Responsibilities:

- Monitors daily gym operations to ensure all activities are being conducted safely and with regards to facility policies.
- Develop, administer and control the sports department budget and take appropriate action to maintain the fiscal integrity of the department.
- Organize all youth and adult sports programs/leagues schedules and changes.
- Recruits volunteers for effective and efficient operation of sport programs.
- Secure and schedule athletic fields and facilities as necessary.
- Inspect and maintain all sports equipment to ensure safe quality programs.

Qualifications:

- Minimum Age of 21
- BA/BS degree in recreation, physical education, exercise science or related field is preferred.
- 2-3 years previous management experience with the YMCA or a similar Wellness-Based Organization, preferably managing multiple programs/services.
- Advanced programming skills with special emphasis on youth activities and volunteer recruitment.
- Experience in all or some of the following: health and wellness programming, sports 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.
- Current with community trends, highly motivated, mission-driven and a team player.
- Due to the diversity of responsibility, a high degree of organization ability is needed.
- Strong skills are necessary in supervision, management, income production, expense control, public relations, promotion, communication skills and record-keeping.
- Prefer knowledge of and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
- Complete all in-house and on-line required trainings within designated time of hire.
- Must possess a valid driver's license in order to fulfill all necessary duties of this position.
- Must pass all required background checks established by YMCA.

Required Certifications:

- Current Personal Training Certification – NASM, ACSM or NCSF, Preferred
- Current Group Exercise Certification – AFFA or Specialty Certification
- Current CPR/First Aid/AED Certification within 90 days of employment
- Actively pursuing YMCA Multi-Team Leader Certification

Restrictions:

- The Senior Program Director is prohibited to teach YMCA members independently and to charge/collect fees directly. All teaching of YMCA members must go through our facility and operations. Failure to do so can lead to termination.

Physical Demands:

- Ability to pass a pre-employment drug test
- Ability to drive.



- Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting 50+ pounds.

BENEFITS:

- Paid time off (PTO)
- 10 paid Holidays
- Twin Pike Family YMCA membership and discounts
- Health Insurance Reimbursement
- Retirement Plans
- Salary Range: 34,000 – 38,000