

JOB TITLE: Program Director (SBYMCA)

July 2017

SUPERVISOR: Branch Executive Director

General Function

Under the direction of the Branch Director, the Program Director is responsible for the administration and management of youth and adult sports as well as health and wellness programs. He/she will provide the community with sound programs in accordance with the YMCA goals and objectives while modeling, practicing, and carrying out the Y values of caring, honesty, respect, responsibility. He/she must perform all duties in a safe and prudent manner.

Know How

The Program Director must hold, at minimum, an Associate's Degree or the equivalent. He/she must understand the basic nature and philosophy of the YMCA. Knowledge of youth and adult sports programming, planning and volunteer supervision is required. He/she must also have the knowledge required to recruit, train, supervise and maintain staff and volunteers in the effective operation of the sports programs. Good communication and organizational skills are necessary. The minimum physical requirements of this position are documented in the attached job analysis form which has been completed by the direct line supervisor. Must be certified in CPR and First Aid.

Job Segments

1. Facilitate and guide the teaching of caring, honesty, respect, and responsibility in our YMCA.
2. Recruit, train, motivate, supervise and evaluate all sports departmental staff (volunteer, part-time and contract).
3. Prepare and manage the youth and adult sports budgets.
4. Promote programs and special events such as weight loss challenge, 5K run walk, and annual fundraiser with the support of the Branch Director and Operations Director.
5. Develop, administer, supervise and evaluate all sports related programs.
6. Order and maintain program equipment and supplies.
7. Promote personal training opportunities to all interested members.
8. Assist the Branch Director and Property Director with the rotation, tracking, trends and purchasing of necessary fitness equipment.
9. Perform other duties as may be assigned.
10. Chair the program committee.