

Program Director Job Description

Pay Plan Title(s): Program Director, Advanced Program Director, Sr. Program Director

Pay Plan Grade(s): Grades 9, 10 and 11

Supervisor: Branch Executive Director

General Function:

The Program Director manages all aspects of assigned programs in accordance with the mission and purpose of the YMCA of Greater New Orleans. This individual is responsible for the initiation and implementation of new and traditional programs, the training and supervision of necessary staff, and the evaluation and modification of these initiatives. This person will further ensure that all YMCA standards are being met and/or exceeded in direct correlation with the strategic plan. This position works independently under general direction and is expected to determine how to accomplish tasks.

Guiding Principles for All YMCA Staff:

All staff members are expected to support and follow the YMCA mission to put Christian principles into practice through programs that build healthy spirit, mind and body for all. To this end, all staff members are expected to model, reinforce, and develop the core character values of Caring, Honesty, Respect, and Responsibility.

Skills and Qualifications:

The Program Director is required to have the following skills and qualifications:

- Bachelor's degree in related field preferred or equivalent combination of education and experience.
- Current certifications, as required by assigned programs/departments.
- Previous management experience, preferably in a YMCA or other non-profit agency.
- Ability to direct assigned operations, including volunteer development, supervision of staff, development and monitoring of budgets, marketing and public relations, and program development.
- Excellent personal computer skills and experience with standard business software.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to establish and maintain collaborations with community organizations.
- Current CPR/First Aid/AED Certification.

Job Duties and Responsibilities:

- Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives (see detailed list below).
- Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Establishes new program activities and expands assigned programs within the community in accordance with strategic and operating plans.

- Assists in the marketing and distribution of program information, organizes and schedules program registrations.
- Develops and maintains collaborative relationships with community organizations.
- Develops and monitors program budget to meet fiscal objectives.
- Coordinates use of facilities for program activities and events.
- Assists in YMCA fund raising activities and special events.
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
- Assists with Program Committee meetings.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in assigned programs.
- Performs any other tasks deemed necessary by supervisor or management staff.

Assigned Programs:

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Program Specific Duties:

Youth/Adult Sports

- Secures and schedules athletic fields and facilities.
- Organizes and conducts parent orientation meetings
- Organizes and conducts coaches training and meetings.
- Creates teams from paid and financially assisted registrations.
- Develops and distributes team practice and game schedules.
- Trains and schedules sports officials.
- Develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards.
- Coordinates and distributes team photographs.
- Organizes and hosts season parties and events.
- Transports and sets up equipment for games and practices.
- Monitors and purchases necessary sporting equipment.
- Organizes and conducts sports clinics.

Aquatics

- Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
- Maintains accurate records of pool chemical levels and facility maintenance.
- Maintains accurate records of staff certifications.
- Conducts and ensures proper maintenance of pools.
- Secures and schedules pool facilities.
- Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
- Creates and schedules swim classes, water fitness classes, and swim team practices and meets.

Teens

- Organizes and oversees program activities and events.
- Recruits and coordinates volunteers from the local community.
- Coordinates and monitors teen summer camps.
- Organizes, and conducts Leaders Club and other activities and events.
- Secures facilities for program activities and events.

Day Camp

- Creates and schedules all camp sessions and activities.
- Monitors daily camp operations to adhere to all state, local and YMCA health and safety regulations.
- Secures facilities and admission for camp field trips and events.
- Secures and monitors transportation for field trips.
- Purchases and maintains supplies for camp activities.
- Purchases and distributes camp t-shirts.

Health & Wellness

- Creates and schedules wellness classes.
- Hires, trains and supervises assigned staff which may include coordinators, instructors and trainers.
- Maintains equipment and facilities.
- Purchases equipment, parts and supplies as required.
- Coordinates and schedules equipment maintenance and repairs.
- Monitors daily operations to adhere to all YMCA health and safety standards and policies.
- Designs and implements new health and wellness programs.

Parent Child/Family

- Schedules and organizes program meetings and activities.
- Secures facilities, equipment and supplies for activities.
- Coordinates transportation for weekend camping activities.
- Monitors camping events to adhere to all YMCA health and safety standards and policies.
- Develops and distributes program calendar and newsletter.
- Organizes and coordinate monthly family activities and events.

Active Older Adults

- Creates and schedules monthly activities and events
- Develops and distributes program calendar and newsletter.
- Secures facilities and supplies for activities and events.

Effect on End Results:

- Assigned programs are adequately staffed and supervised and run in accordance with association safety guidelines.
- Programs are operated in a professional manner, and participants enjoy, value, and look forward to their program experiences.
- Parents feel secure, knowing their children are in a safe and wholesome environment under the leadership staff.
- Growth of assigned programs to meet strategic plan objectives.
- Fiscal objectives are met for assigned programs.
- Members gain an understanding of the YMCA and its role in the community.
- Children develop an appreciation and understanding of the YMCA's core values.

Employee Signature

Date

Supervisor Signature

Date