

**Program Director of Y Education Services (YES)
Job Description**

Pay Plan Title(s): Program Director I, II

Pay Plan Grade(s): Grades 9, 10

Supervisor: President/CEO

General Function:

The Program Director of Y Education Services (YES) is responsible for the overall quality, structure, operation and expansion of the YMCA adult literacy program including: classroom teachers and curriculum; Louisiana Community and Technical College System (LCTCS) compliance, funding and relationship management; library and community relations; and collaborations with community agencies. As the key staff leader, the Program Director of YES serves as a member of the YMCA Leadership Team and is supported by and collaborates with other members of the Team and support staff. The Program Director of YES leads by example to inspire staff and volunteers to provide high quality, relevant services and programs to the local community and fulfill the mission of the YMCA.

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 of YES is required to have the following skills and qualifications:

- Bachelor's Degree required, Master's degree preferred, in education, human services, social services, business or equivalent.
- Six or more years of direct service experience, preferably in a YMCA or other nonprofit agency.
- Experience working with diverse low income populations.
- Commitment to education as a critical pathway to self sufficiency.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Experience with budgeting and project management.
- Strong organizational skills.
- Strong writing skills.
- Strong planning skills
- Knowledge of local community resources and the social service network.
- Lifelong learner willing to grow in professional development and program knowledge.
- Ability to function independently and as part of both a staff team and leadership team.

Job Duties and Responsibilities:

- Along with the Y CEO and the Y Finance Director, plans, manages and monitors the YES operating budget to meet or exceed objectives.
- Provides overall supervision of the YES faculty and Service Corps team.
- Serves as the primary liaison with LCTCS including attending trainings, submitting monthly billings, completing required reports.
- Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities.
- Serves as the primary staff in managing the Service Corps partner relationships: Jesuit Volunteer Corps; Avodah Jewish Service Corps; Young Adult Volunteers of the Presbyterian Church (YAVs); Tulane Vistas.
- Along with the Metro support team, serves as a liaison with United Way.
- Serves as a member of the YMCA Leadership Team and shares in strategic planning and the overall success of the YMCA.

Effect on End Results:

- YES students are encouraged, inspired, and successful in academic achievement
- The YES program is a fiscally sound, respected, community oriented.
- Excellent relationship with LCTCS including funding increases.
- Continued growth of the services, budget, and program enrollment.

Employee Signature

Date

Supervisor Signature

Date