



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **HARRISON FAMILY YMCA**

Job Title: **Senior Program Director**

Revision Date: 6/1/2018

FLSA Status: Exempt

Primary Function/Department:  
Youth Development, Healthy Living

Reports to: CEO

Leadership Level: Multi-Team Leader

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Senior Program Director at the Harrison Family YMCA oversees the development and operations of various programs, such as healthy living, aquatics, teens, child care, and other programs and designs practices, processes, and procedures for strong program and project management.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **ESSENTIAL FUNCTIONS:**

1. Develops, implements, and manages operating plans to promote program and membership growth for the YMCA. Measures progress against strategic goals and ensures continuous improvement.
2. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
3. Develops and controls department budgets related to the position so that resources are devoted to top priorities and strategic objectives.
4. Uses data to analyze financial trends and forecast future financial progress for the organization.
5. Hires, trains, and supervises staff and volunteers in assigned areas. Organizes people and activities for efficiencies and effectiveness.
6. Ensures high quality member-focused programs through program assessment and innovative development, demonstrating courageous and intelligent risk taking with awareness of societal, economic, and political issues and their impact on the strategic direction of the organization.
7. Rewards and recognizes new and relevant ideas and approaches even if not successful.
8. Translates organizational goals into executable project plans and continually evaluates project progress, impact and outcomes. Holds staff members accountable to and responsible for plan execution.

### **LEADERSHIP COMPETENCIES:**

- Fiscal Management
- Innovation
- Program/Project Management

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**QUALIFICATIONS:**

- Bachelor's degree in human services, social services, recreation, business or equivalent.
- YMCA Team Leader or Multi-Team Leader certification preferred.
- Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Prefer knowledge of, and previous experience with, diverse populations.
- Proven track record of developing authentic and deepened relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- CPR and First Aid certifications may be required.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_