



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CROSSROADS YMCA JOB DESCRIPTION

Job Title: **Senior Program Director**

FLSA Status: Exempt

Reports to: Branch Executive and/or CEO

Leadership Level: Multi-team Leader

Revision Date: 1/12/18

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 Griffith Family YMCA oversees the development and operations of various programs, such as healthy living, teens, child care, membership and/or 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/or membership growth for the YMCA. Measures progress against operational budget goals and ensures continuous improvement so that resources are devoted to top objectives.
2. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
3. May ensure the maintenance of facilities and properties of the branch to assure high standards of maintenance, safety, cleanliness.
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 innovative program 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. Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities.
8. Provides staff support for assigned committees. Provides staff leadership for annual giving campaign.

Crossroads YMCA
Griffith, Hammond, Southlake, Whiting

201 N. Griffith Boulevard

Griffith, IN 46319

P: 219-750-1082 F: 219-750-1089 W: www.crymca.org

Our Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA COMPETENCIES (Multi-Team or Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in human services, recreation, business or a related field, or equivalent.
2. Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct assigned operations including volunteer development, supervision of staff, development and monitoring of budgets, marketing and public relations, and program development.
4. Prefer knowledge of, and previous experience with, diverse populations
5. Proven track record of developing authentic and deepened relationships with others.
6. Ability to establish and maintain collaborations with community organizations.
7. YMCA Team Leader or Multi-Team/Branch Leader certification preferred or obtained within the first 18 months of employment.
8. CPR and First Aid certifications required within first 30 days of employment.

I have reviewed, understand and agree with this job description.

Employee's Name

Signature

Date

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