

**Lock Haven Area YMCA
Job Description**



Title: Program Director

Immediate Supervisor: YMCA Executive Director

General Function:

To provide a quality program schedule that promotes healthy mind, body and spirit for all members and non-members. This should be done through design, implementation, staffing and organization for each individual program, with the end goal to create an entire department which functions proficiently on a daily basis. Further it is the responsibility of the program director to assist in the advancement of the YMCA through both financially and socially through partnerships within the community.

Requirements:

- 4-year degree in Recreation Management or similar
- Experience in program planning, design and implementation.
- Excellent member relation and customer service skills.
- Knowledge of league and tournament structures.
- Physical, visual and auditory ability to perform the essential functions of the job; that being to conduct sessions, train new staff and evaluate progress of the program.

Essential Functions:

1. **Design and Implement Programs-** Simply stated, the Program Director is responsible for creating a schedule of programs for members to participate in. These programs should always satisfy a need within the Lock Haven community. Through staffing, organization, advertising and scheduling of programs the Program Director will ensure that all designed programs serve the purpose of satisfying *every* participant's wants and needs. This task is by far the most important and encompassing task that the Program Director has. It will require organizational, problem solving, and interpersonal skills as well as flexibility, cooperation and discipline.
2. **Staff Programs-** It is the responsibility of the Program Director to advertise, interview and hire for all positions needed within the Program Department. It is also the Program Director's responsibility to assist new staff members in becoming oriented with operations within the building.
3. **Manage Staff-** Depending on the programs being conducted, the Program Director will be asked to manage between 5-30 staff members. This includes creating job descriptions, evaluating, scheduling and training all staff members who fall under the Program Department. It is the responsibility of the Program Director to provide staff members with all tools and resources needed to deliver quality programs.
4. **Coordinate and Cooperate with other Departments-** Program Director should help to create continuity between all departments when dealing with staff discipline, overlapping issues and building/maintenance issues when relating to program effectiveness.
5. **Customer Service-** At all times, the YMCA Program Director should be dealing with issues from a customer service standpoint. The goal of programs is to satisfy the needs, wants and desires of customers. At times this may overlap with other department staff members when relating to programs.

6. **Assist Program Executive Director in the advancement of the YMCA-** Through partnerships, organizations and reputation, the Program Director should have the best interests of the YMCA at hand. The position is more than a “9-5” no matter what the Program Director does at the YMCA or within the community it should be done with the ultimate goal being to advance the YMCA’s reputation and in turn advance the YMCA Program Department financially
7. **Establish and meet budgetary goals-** It is the responsibility of the Program Director to establish a yearly budget for the Program Department and further for each individual program. It is also his/her responsibility to meet those budgetary goals in order to help the YMCA meet its entire budget. This goal will be accomplished with encompassing all of the above listed responsibilities.
8. **Model YMCA core values of caring, respect, honesty and responsibility-** also, work to develop these values in all members, guests, volunteers and staff.
9. **Attend all meetings and training sessions as mandated by your supervisor-** from time to time Program Director will hold staff meetings or events, it is the responsibility of all employees to attend mandatory meetings.
10. **All other duties as assigned by your supervisor.**
11. **Understand and abide by the New Perspective guidelines for the Lock Haven Area YMCA.**

The Lock Haven Area YMCA provides employment without regard to race, color, religion, national origin, life style, sexual preference, handicap, veteran’s status, or ancestry.

Starting Salary Range:

\$24,000-26,000 commensurate to experience

Employee Counseling/Disciplinary Procedure

The major purpose of any counseling or disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future. The YMCA is dedicated to providing fair treatment of all employees in making certain that disciplinary actions are prompt, uniform, and impartial.

Although employment with the YMCA is based on mutual consent and both the employee and the YMCA have the right to terminate employment at will, with or without cause or advance notice, the YMCA may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps:

1. *Reprimand (i.e.: Verbal Warning)*
2. *Documented Employee Counseling*
3. *Suspension with or without pay*
4. *Termination of employment*

Name of Employee: _____

Signature of Employee: _____ **Date:** _____

Signature of Supervisor: _____ **Date:** _____