

Dubuque Community YMCA/YWCA Job Description

Position Title: **Program Director I**

Reports to: Associate Executive Director

FLSA Classification: Exempt

Date Updated: 03/15/19



POSITION SUMMARY:

The Program Director ensures quality programs are offered in a manner that best serves the community and develops positive long-term relationships with participants. The Program Director is primarily responsible for generating, planning and organizing productive, innovative and age appropriate activities and classes for overall administration of each program in the branch. Areas of responsibility include aquatics, youth, family and senior programming. The Program Director will work in collaboration with branch leadership to ensure programming serves the needs of children, families, adults and seniors of the community.

SUPERVISORY RESPONSIBILITY: Directly responsible for the management of all youth, aquatics, family and senior program staff.

ESSENTIAL FUNCTIONS:

1. Serve as role model to members and Y staff and, at all times live the mission, vision, and values of the YMCA movement.
2. Inform and educate all members and program participants about the mission, character development, goals, action plans, programs and charitable purpose of the Y.
3. Develop, plan and supervise new and existing age appropriate programs for aquatics, youth, families and seniors to meet the needs of the community.
4. Create initiatives to expand programs and increase participation within the community in accordance with building and department strategic plans.
5. Able to fill in for any aquatic, youth, family or senior program positions as needed (i.e. Lifeguard, Swim Instructor, Program Assistant, etc.).
6. Must spend 50% of time on the floor teaching programs and classes.
7. Responsible for management of all aquatic, youth, family and senior program staff to include, but not limited to, scheduling, recruiting, hiring, training, evaluating, mentoring and performance management.
8. Facilitate training and development opportunities for all assigned program staff to ensure completion and required certifications are obtained and maintained.
9. Prepare and manage department budgets within the set goals.
10. Monitor and evaluate the effectiveness of and participation in branch aquatic, youth,

family and senior programs including department expenditures and payroll in accordance with established procedures.

11. Coordinate and monitor contractual service agreements for instructional staff. Any contractual agreements must be approved by the AED and CEO.
12. Develop and maintain collaborative relationships with community organizations.
13. Prepare promotional flyers, banners and other marketing materials to promote programs.
14. Provide input to the capital improvements programs and/or grants for equipment and facilities.
15. Stock first aid, AED and rescue kits, water chemistry supplies and maintain all program equipment in assigned branch.
16. Purchase supplies and equipment as required for various program needs.
17. Attend training and certification workshops necessary for the safe and effective management of the program area.
18. Coordinate department staff and volunteer personnel.
19. Provide accurate records and appropriate reports to comply with the requirements of insurance, state codes, and other regulatory requirements.
20. Manage facilities and equipment used for programs and rentals in the gyms and multipurpose areas of branch.
21. Perform MOD duties as outlined in the association MOD schedule.
22. Participate in and solicit others to participate in necessary YMCA financial development efforts, specifically the Annual Campaign.
23. Maintain certifications listed under Certificates and Other Requirements.
24. Adherence to all policies and procedures of Dubuque Community YMCA/YWCA.
25. Understand and follow all safety rules and regulations including knowledge of emergency procedures and location of emergency equipment.
26. Regular and timely adherence to respective schedule/meetings
27. All other duties as assigned by the AED.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Bachelor's degree in related field.
2. 2 years prior experience working with aquatics, program development or YMCA/YWCA professional work in a related field (recreation, physical education, or related field) is required.
3. 1 year prior supervisory experience is required.
4. Proven record of successfully managing multiple programs simultaneously.
5. Able to respond to critical incidents and act swiftly in emergency situations.

CERTIFICATIONS AND OTHER QUALIFICATIONS:

1. Must pass background check
2. Lifeguarding/CPR/First Aid/AED certification (prior to hire)
3. Mandatory Reporter*
4. Lifeguard Instructor certification
5. Swim Lesson Instructor certification by YMCA (YSLI) must be obtained within 3 months of hire.

*Note: If not currently certified, must obtain certification within 30 days of hire. The * noted certification training programs are provided by DCY staff.

PHYSICAL REQUIREMENTS: Requires physical ability to remove a grown adult from a body of water, move grown adult 100 feet, lift a minimum of 50 lbs, reach with hands and arms, stoop, kneel, crouch, stand, swim, walk, balancing, and climb. While performing the duties of the job, the employee is regularly required to talk and/or hear. Must be physically able to perform the various activities conducted during Youth Development programs.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and varying fitness equipment. The noise level in the work environment can vary from quiet to moderate during office hours and moderate too loud during event hours. This position works in a variety of environments which can include but are not limited to, office settings, pools, gymnasiums, and outdoors. This position works a varied work week as determined by the needs required to manage operations and events of which can include working evening, weekend, and additional hours to accommodate program and other activities representing the organization and branch operation.

EFFECT ON END RESULT: The effectiveness of a successful Program Director I will be a steady growth and retention of members, program participants, and individuals involved in programs of the branch in conjunction with maintaining budget constraints. Specifically agreed upon goals will be mutually established and reviewed at least once each year with supervisor. The measurement of the Program Director’s performance and effectiveness will be based on the accomplishment of these goals. The Program Director will impact the community’s understanding of the Y and its mission.

DISCLAIMER: The above statements are intended to describe the general nature and level of work performed by the employee for this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the DCY and the employee and is subject to change by the DCY as the needs of the association and requirements of the job change.

I have read and understand this job description.

Employee Signature

Date