

YMCA OF GREENSBORO FULL-TIME VACANCY LIST MAY 13, 2019

Position: **Program Director**

Branch: **Eden Family YMCA**

Supervised by: **Executive Director**

Job Summary: Do you remember what it was like when you were a kid playing games? Remember all of the fun you had? If you would like to give the same opportunity to our youth today, then you may want to think about joining our team. We are looking for fun, energetic and detailed orientated individuals to help us make the Eden YMCA's Sports and Family Service Programs the best they can be. The Program Director is responsible for organizing and implementing all youth and adult sports, all other assigned special events/rentals and directing the activities and programs of Family Services including afterschool and Summer Camp. Must possess strong organization and management skill. In addition, every position in the YMCA of Greensboro is responsible for modeling behaviors that reflect the four pillars of character – caring, honesty, respect and responsibility.

Essential Duties and Responsibilities:

1. Manages, directs and coordinates the programs for assigned locations. Ensures high quality programs and establishes new program activities. Expands programs within the communities in accordance with strategic and operating plans.
2. Supervise and schedule practices, games and all personnel required at each event, including filling in as referee for games when needed.
3. Recruit, hire, train, schedule and supervise all volunteer and paid staff associated with branch functions.
4. Design and develop marketing materials for each program.
5. Conduct evaluations of each program.
6. Prepare and manage the annual budget for the assigned areas within approved budget guidelines.
7. Carries out all association policies concerning management, administration and accounting procedures.
8. Communicates positively and effectively with all participants, volunteers and staff, including timely response to phone calls and requests for information.

Preferred Qualifications: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Date Posted: 5/6/19

Closing Date: 5/17/19

Starting Range: \$33,488-35,000

Regular Hours: Vary

Nights or weekends? Seldom/Never

Occasionally

Frequently

To Apply: **Internal candidates** should submit a cover letter, resume and reference list to Pete Baker, Executive Director – pete.baker@ymcagreensboro.org

External candidates should submit an application for employment with a cover letter, resume and reference list to the same address.

To apply for a posted position, interested employees should forward a resume to the designated contact person for the specific position. The contact person will notify all applicants (internal and external) of their status as soon as a decision can be reached.