



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: Youth & Adult Programs Director

FLSA Status: Exempt

Reports To: Youth & Family Director

Leadership Level: Team Leader

Revision Date: 07/17/2023

POSITION SUMMARY:

The position supports the work, growth, and sustainability of adult and youth programming at the Y. The Youth & Adult Programs Director will oversee the development and operations of youth sport programs, adult sport programs, and family events at the Bath Area Family YMCA. All while ensuring programs meet their intended goals.

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. Manages the youth and adult sport programs.
2. Attends weekly ESLT meetings and weekly direct report meetings to include full participation, preparation, and engagement during scheduled meetings.
3. Participates in all Director on Duty assignments to support the building and all staff.
4. Compiling program statistics to monitor and evaluate the effectiveness and participation of programs.
5. Develop and submit timely budgets, to include staying within the parameters of the approved calendar year budget. Also, the accurate submission of forecasts and reforecast as required.
6. Ensures programs and services meet community needs to include supervising existing programs/activities, establishing new programs/activities, and expanding the programs within the community as needed along with meeting strategic goals.
7. Assures compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate.
8. Adhere to all risk management and safety policies, reporting any inconsistencies.
9. Ensure that YMCA program standards are met, and safety policies and procedures are followed.
10. Recruit and hire quality and diverse staff and volunteers. Onboard and develop staff members for success. Maintain staff schedules, evaluate staff performance, and motivate staff to create and achieve goals.
11. Develop goals and objectives that are for all full-time and part-time staff that are measurable and specific that align with the board approved strategic plan.

The Y: We're for youth development, healthy living, and social responsibility.



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12. Coordinates use of facilities for programs, activities, and events.
 - a. Team programs:
 - i. develop and distribute practice and game schedules
 - ii. train and schedule sports officials and coaches
 - iii. develop and distribute rules, guidelines, and handbooks
 - iv. purchase and distribute team uniforms and awards
 - v. organize and conduct sport clinics
13. Assist in the marketing and distribution of program information.
14. Organize, create, and process registration for programs.
15. Distribution and collection of proper registration, rental, and waiver forms prior to attending/participating.
16. Review and process program financial aid applications.
17. Models' relationship building skills in all interactions:
 - a. Develops and maintains collaborative relationships with staff, parents/guardians, community members, and community organizations.
18. Maintain regular, clear, and concise communication within areas of responsibility in a timely manner.
 - a. Responds to all member and community inquiries and complaints in a timely, caring, and professional manner.
19. Organize, participate, and assist in Y activities, special events, community days, committees, and fundraising.
20. Direct and supervise programs, which are not limited to:
 - a. Youth & Adult Basketball
 - b. Volleyball
 - c. Gymnastics
 - d. Climbing Wall
 - e. Teen Time
 - f. Unified Champion Club
 - g. Whole Building Rentals (Bath Facilities)
 - h. Birthday parties (except pool)
 - i. Building Monitors
21. Accept other duties as assigned by CEO.

LEADERSHIP COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors' communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has

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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 related field or equivalent years of experience.
2. Minimum age of 21.
3. Requirement within 30 days of hire include: completion of: Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED, and Bloodborne Pathogens.
4. Completion of YMCA program-specific certifications.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. 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.
2. The employee needs sufficient strength, agility, and mobility to performs essential functions and to safely supervise program activities in a variety of indoor and outdoor locations.
3. 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/smartphone device.
4. The employee frequently is required to sit, reach, stand, and must be able to move around the work environment.
5. The employee must occasionally lift and/or move up to 50 pounds.
6. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust.
7. 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: _____