# CORTLAND COUNTY FAMILY YMCA JOB DESCRIPTION

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| Job Title: **Program Director** | Schedule: 40 hours a week, including evenings and weekends as needed |
| FLSA Status: Non-Exempt | Salary Range: $18-$23 an hour |
| Reports to: Branch Manager | Revision Date: 02/20/2025 |
| Departments: Youth Programs, Health & Wellness, Sports, Childcare |  |

**POSITION SUMMARY:**

This position supports the work of the YMCA, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Program Director at the Cortland County Family YMCA is responsible for overseeing the development, implementation, staffing, and operations of various special events and programs, including healthy living, aquatics, teen programs, youth sports, childcare, and birthday party rentals. This role also focuses on designing and refining practices, processes, and procedures to ensure effective program management and operational excellence.

**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. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding programming within the community as needed.
2. Oversees the planning, implementation, and management of aquatics, childcare, sports, wellness, and youth/teen/family programs, including the supervision and support of staff necessary to operate these programs effectively.
3. Recruits and hires diverse staff and volunteer teams. Onboards and develops them for success. Maintains staff schedules and evaluates staff performance.
4. Assists in the marketing and distribution of program information.
5. Conducts program surveys and monitors and evaluates program statistics for effectiveness and participation.
6. Assures compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate; ensures that YMCA program standards are met, and safety procedures followed. Monitors daily pool operations to adhere to necessary regulations and maintains an accurate record of pool chemical levels and needed maintenance.
7. Develops and controls department budgets related to the position and uses data to analyze financial trends and forecast future financial progress.
8. Models’ relationship-building skills in all interactions. Develops and maintains collaborative relationships with staff, volunteers, parents and caregivers, and community organizations (e.g., state childcare licensing agency, school administration). Maintains regular, clear, and concise communication within area of responsibility.
9. Organizes or participates in Y activities, such as committees, special events, and fundraising.
10. Helps support the planning and marketing of the YMCA Race Series, including requesting sponsorships, registration, submitting permits, and day of event support.
11. Subs in areas supervised (youth sports, aquatics, childcare, wellness, etc.) as needed.
12. Performs other duties as assigned.

**QUALIFICATIONS:**

* A high school degree or equivalent is required.
* Bachelor's degree in a related field (or equivalent experience) is strongly preferred.
* At least 2 years of relevant experience and a proven track record in staff management and creating successful and innovative programming is required.
* Must have at least 1 year of experience working with children.
* Minimum age of 21.
* Active American Red Cross Lifeguard Instructor certification required.
* Strong interpersonal and social skills with demonstrated ability to collaborate with a variety of individuals from a wide range of professional and personal backgrounds.
* Strong organizational skills and project management abilities.
* Within 30 days of hire, completion of Child Abuse Prevention, CPR, First Aid, AED training.
* Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:** 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.

* The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
* While performing this job's duties, the employee is regularly required to use a computer for extended periods of time and communicate using a computer and phone/smart device.
* The employee frequently is required to sit and reach and must be able to move around the work environment.
* The employee must occasionally lift and/or move up to 10 pounds.
* Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
* The noise level in the work environment is usually moderate.