



JOB DESCRIPTION

YMCA OF METROPOLITAN LOS ANGELES

Job Title: Program Director (STEM)
FLSA Status: Exempt
Status: Full-Time
Competency Level: Team Leader

Reports To: Executive Director
Job Grade: E-72
Start Date: January-February 2020

POSITION SUMMARY

The Program Director is responsible for the development and operation of YMCA Science, Math, Engineering and Technology (STEM) programs, member support and engagement, program growth and retention, fiscal management, volunteer and staff development, program marketing and communications. This position will supervise and oversee programs that include some evenings and weekends.

MINIMUM QUALIFICATIONS

- **EDUCATION:** High school diploma; bachelor's degree in a related field preferred.
- **CERTIFICATION:** YMCA Team Leader Certification preferred
- **SPECIALIZED SKILLS:** Strong character values; communication skills
- **RELATED EXPERIENCE:** 1-2 years supervisory experience

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.

ESSENTIAL FUNCTIONS

PROGRAM OPERATIONS/MEMBER ENGAGEMENT

1. Ensure a welcoming environment in assigned YMCA Program.
2. Develop, implement and achieve enrollment goals identified in Branch Annual Operating Plan.
3. Oversee and conduct ongoing program member evaluations and surveys to ensure that high levels of quality in programs are maintained at all times; ensure outcomes align with the needs of the community and the branch strategic plan.
4. Set an example for all staff by greeting members by name and taking the initiative to talk to members.
5. Ensure that all facilities, program areas and equipment are clean and in proper working order.
6. Develops and operates assigned programs at the Southeast Rio Vista and Montebello-Commerce branches under the supervision of the Branch Executive Directors.

STAFF & VOLUNTEER ENGAGEMENT & DEVELOPMENT

7. Recruit and hire staff and/or volunteers using screening tools and panel interviews to gain the best possible fit with each opening.
8. Provide direct supervision to department staff and/or volunteers, assuring that all staff and/or volunteers are qualified, certified, and are meeting minimum performance standards for their position.
9. Provide training for staff and/or volunteers on an ongoing basis through staff meetings, special courses and workshops.



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BUDGET & FISCAL MANAGEMENT

10. Develop annual operating budget for assigned program. Manage department budget to achieve monthly, quarterly and annual goals. Maintain systems for variance analysis, revenue and expense monitoring and control.
11. Support a year round fund raising program that includes the Annual Support Campaign, special events and President's Club; Responsible for Annual Support Campaign leadership including team captains, division manager and/or team members.

COMMUNITY ENGAGEMENT

12. Develop annual marketing plan including mailings, advertisement and community outreach.
13. Serve as a staff officer to assigned committee that reports to the Board of Managers; Ensure committee has a commission statement and chart of work that is aligned with the branch strategic plan.
14. Create opportunities (events, initiatives, activities) for members to develop small communities within the YMCA.
15. Ensure all volunteer and/or staff members are familiar with all programs offered at the YMCA so they are able to inform members of YMCA programs that will meet members' changing needs and interests.
16. Identify program volunteer positions and assist with the identification, recruitment and tracking of program volunteers
17. Communicate program information, registration information, schedules, etc., effectively and consistently with branch management and membership staff. Update program brochures and fliers to ensure strong communication throughout the branch.
18. **Attend** staff meetings and trainings as required.
19. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
20. **Demonstrate** the Six Pillars of Character (Trustworthiness, Citizenship, Respect, Responsibility, Caring, and Fairness) as well as the YMCA Core Values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
21. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
22. All other duties as assigned by your supervisor.

YMCA LEADERSHIP COMPETENCIES

The Y's Leadership Competency Model is comprised of 18 leadership competencies (leadership knowledge, skills, and behaviors required for success in the Y), organized by the four disciplines of cause-driven leadership:

- **Mission Advancement-** advancing the Y's promise to strengthen community
Competencies include: Values, Community, Volunteerism, and Philanthropy
- **Collaboration-** working with, understanding and developing others
Competencies Include: Inclusion, Relationships, Influence, Communication, Developing Others
- **Operational Effectiveness:** ensuring relevance, effectiveness, and sustainability
Competencies include: Decision Making, Innovation, Project Management, Finance, and Quality Results
- **Personal Growth-** developing continually to adapt to new challenges



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Competencies include: Self Development, Change Capacity, Emotional Maturity, and Functional Expertise

While all competencies are significant the following are critical to success in this position:

- Community
- Inclusion/ Relationships
- Decision-Making/ Quality Results
- Emotional Maturity

ACKNOWLEDGEMENT

The statements in this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The employment of all Association employees is at-will. This means that either the employee or the Association may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. This Policy of at-will employment only can be changed by an express written agreement signed by the CEO.