



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

ENGAGING OUR COMMUNITY

Job Title: **Program Coordinator**
Leadership Level: Team Leader
Schedule: Afternoon/Evening & Weekends

Status: P/T, hourly
Reports to: Youth & Family Director

POSITION SUMMARY

This position requires enthusiasm, ability to step into high level thinking, customer service, program management, and supervisory experience. The position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Directs all youth sports, enrichment programs and family events under the guidance of the Youth & Family Director and oversees youth program staff. Intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

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. Executes program strategies that support recruitment and retention of program participants. Enforces a member-focused culture and models relationship-building skills in all interactions. Fosters a climate of innovation and resolves problems to ensure participant satisfaction.
2. Recruits, hires, trains, develops, schedules and directs sports and program personnel and volunteers as needed. Reviews and evaluates sports and program staff performance. Develops strategies to motivate staff and achieve goals.
3. Supports sports and enrichment staff regularly during their program hours by attending, assisting as needed, and mingling with the families to build relationships.
4. Plan and execute all youth enrichment programs including but not limited to: Martial Arts, Dance, Mighty Monday, Book & Cook. This includes but is not limited to: hiring, planning activities, marketing, youth behavior management, responding to inquiries, and other duties as they apply to these programs.
5. Promotes program and membership enrollment in interactions with existing and potential members. Coordinates sports and program registration, including logistics to support phone, walk-in and web registration with Membership Coordinator and Membership Representatives. Coordinates with marketing efforts to maximize enrollments.
6. Oversees all prevention education programming in during both the school day and during out of school
7. Ensures proper implementation of policies and procedures in all sports and programs. Reviews and brings updates of procedures to Youth & Family Director and communicates changes to staff. Coordinates with the Project Manager and Youth & Family Director as necessary on financial transactions.
8. Provides and maintains sports and program related statistics and reports monthly and as needed to Youth & Family Director & the larger YMCA team.
9. Assists Youth & Family Director in the fund-raising campaign for membership staff team.
10. Program enrollment oversight- including auditing for accuracy, billing, account accuracy & general oversight

11. Oversight of all staff members working within the Youth & Family department, specific to sports, enrichment programs, and other programs as assigned
12. Oversee & execute & delegate duties that deal with the programs in the department.
13. Participates in leadership meetings twice per month.
14. Schedules and holds quarterly program staff meetings.
15. Performs other duties as assigned that fall within the area of youth & family & engagement at the YMCA.

YMCA COMPETENCIES (Team Leader)

Mission Advancement: Engaging community, volunteerism, philanthropy, change leadership

Collaboration: champions activities, builds relationships, communicates effectively

Operational Effectiveness: critical thinking & decision making, fiscal management, functional expertise, innovation, program/project management

Developing & Inspiring People: developing self & others, emotional maturity

QUALIFICATIONS

1. High School Diploma or GED, Bachelor's Degree preferred
2. Previous supervisory experience in customer service.
3. YMCA Team leader Certification preferred (or obtained within 2 years)
4. Excellent personal computer skills and experience with standard business software.
5. 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.
- Must be willing and able to work a flexible schedule, particularly evening and weekend hours.
- 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/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 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

COMPENSATION

Job-Type: Part-time

Hourly Rate: \$15-\$17

Benefits:

- Generous retirement plan of 12% upon eligibility
- Paid time off (accrues after 30 days of employment)
- FREE Adult Membership
- Discounted and Y programs
- Annual bonus eligible

SUPERVISION-Staff reporting directly to this position: Enrichment Program Staff, Sports Leads