



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KANDIYOHI COUNTY AREA FAMILY YMCA

Job Title: **Program Director**  
FLSA Status: Exempt  
Reports to: Senior Program Director  
Leadership Level: Team Leader

Job Code: XXXX  
Job Grade: XX  
Revision Date: 8/2018  
Department: Programs

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Program Director at KandiyoHi County Area Family YMCA 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. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
2. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.
3. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
4. Manages the programs, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the needed facilities; and creating and scheduling the classes, activities or events.
5. Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by supervisor.



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**LEADERSHIP COMPETENCIES:**

- Volunteerism
- Communication & Influence
- Program/Project Management
- Developing Self & Others

**QUALIFICATIONS:**

- Bachelor's degree in recreation, education, social work, community services or related field.
- YMCA Team Leader certification preferred.
- One to two years related experience preferred.
- BLS/BFA/02 certification within first 30 days of employment.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Training as required by the position.

**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 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.
- 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: \_\_\_\_\_