

THOMASVILLE YMCA JOB DESCRIPTION

TITLE: Program Director
INCUMBENT:
SUPERVISOR: Associate Director
Status: Exempt

General Function:

Under the general direction of Associate Director, the Program Director will be primarily responsible for administering athletic, recreational and physical education programs for youth and adults. The Program Director shall, also, have other responsibilities as directed by the Associate Director. The incumbent will be responsible for creating and promoting new programs that generate revenue for the Thomasville YMCA.

Know-How:

This position is heavily weighted in the human relation side. It is necessary, therefore, that the incumbent has a clear understanding of the relationships of the general public to the Association, of staff to laity, and of intra-staff actions. The incumbent must perform duties with a consciousness of the long and short range goals of the Association. The incumbent must bring to this position the appropriate background of education and appropriate skills to contribute and carry out the goals of the Association. The incumbent must possess the people skills necessary to work with people of all ages, in formal and informal settings. In order to supplement the educational background, the incumbent shall take advantage of YMCA training and certification programs, in accordance with budget provisions.

Physical Demands:

Occasionally requires working under stressful conditions and working irregular hours.
Occasionally required to lift objects in excess of 50lbs.

Job Segments:

- Administer and supervise the following Thomasville/Thomas County Recreation and YMCA programs:
-Baseball -Football -Basketball -Golf Camp
-Wrestling - Teens - Summer Teen Activities - Team Pictures
- Enlists, trains, and assigns volunteer leaders to positions of leadership and service in all related programs.
- Work with Executive Director, Associate Director & other Program Directors in the overall administration of recreational, athletic, and physical education programs that fall within the scope of the YMCA and/or the City/County recreation program.
- Shares as a member of the Thomasville YMCA professional staff.
- Promotes membership enrollment in the Thomasville YMCA.
- Conduct programs in accordance with the annual budget related to assigned program area.
- Be creative and innovative in program areas, being ever alert to initiate new programs as ideas are either suggested or self developed.
- Assist as needed in other program areas, at the direction of the Associate Directors.
- Commercial Driver License

Effect on End Results:

The overall accountabilities are categorized as follows:

1. Effectiveness in interpreting the Association's purpose to the community.
2. The ability of working harmoniously with high morals towards achievement of YMCA purposes and the specific objectives established for each activity.
3. The enlistment of lay people in service as volunteer instructors, coaches and leaders in the programs.
4. Demonstrate fiscal responsibility by meeting budget requirements and expectations.
5. A steady growth in program quality and participation to indicate ability to manage and supervise program areas.
6. The exercise of competence and good judgement in all matters with the scope of responsibilities.
7. To always have a positive image in the community and live a lifestyle in accordance with Christian principles.

The above Job Description was presented to the employee and terms agreed to on _____.

Employee Signature: _____ **Date:** _____