



Canton Family YMCA Senior Program Director

**Canton Family YMCA
1325 E Ash St
Canton, IL 61520
309-647-1616**

Salary \$36,500 - \$41,500

**Resumes accepted until December 28, 2021. Email to:
Paula Grigsby, Executive Director, pgrigsbycantonymca@sbcglobal.net**

JOB DESCRIPTION

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the supervision of the Executive Director, the Senior Program Director will oversee youth and adult sports, aquatics, fitness and property management.

QUALIFICATIONS

- Bachelor's degree in related field or equivalent experience.
- Three or more years related experience preferred.
- Excellent interpersonal, communication and organizational skills.
- Able to work flexible hours including evenings and weekends
- Strong decision making and problem solving skills
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

ESSENTIAL FUNCTIONS

- Lead, create, research, budget and implement programs for youth through adults that meet the mission and purpose of the YMCA.
- Oversee the development and management of all programs in areas of responsibility.
- Recruit, hire, train, develop, schedule and direct personnel and volunteers as needed.
- Review and evaluate staff performance. Develop strategies to motivate staff and achieve goals.
- Maintain adequate records to evaluate, control, and measure the effectiveness of the assigned areas of responsibility.

- Supervise the ongoing scheduling, use, maintenance and cleanliness of YMCA facilities, equipment and grounds.
- Develop and monitor program budgets to meet fiscal objectives.
- Assist with grant applications, administration and reporting requirements.
- Plan and implement special event activities.
- Model relationship-building skills in all interactions. Respond to all member and community inquiries in a timely manner.
- Develop and maintain collaborative relationships with other community groups.
- Assist in YMCA fundraising activities and special events.
- Attend staff, committee and community organization meetings as required.
- Develop marketing plans for all areas of responsibility.
- Assist Executive Director in developing strategic long and short term planning goals for the YMCA.
- Perform other duties as assigned.

CAUSE-DRIVEN LEADERSHIP COMPETENCIES

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth

REQUIRED CERTIFICATIONS

All required Child Abusive Prevention trainings and onboarding documents completed upon hire. CPR/AED, First Aid required within 90 days of employment.

I have read and understand the qualifications and essential duties of the Canton Family YMCA’s Senior Program Director position:

Name **Date**