

Marion Family YMCA

POSITION DESCRIPTION

TITLE: Program Coordinator
GRADE: IV
SUPERVISOR: Program Director
DATE: March, 2018

GENERAL FUNCTION: Under the direction of the Program Director and in accordance with the goals and objectives of the Marion Family YMCA, the Program Coordinator is responsible for the implementation of programs of the YMCA. Incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

SKILLS & QUALIFICATIONS: Position requires a person with education related to education or recreation, or demonstrated leadership working with sports, children and program implementation. Must be at least 21 years of age. Person must have a personality that reflects a love of children, can understand and meet their wide variety of needs, and is creative and spontaneous. Must have good written and verbal communication skills and an ability to motivate and supervise other adults. Incumbent must be able to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Must be able to build meaningful relationships with people from diverse backgrounds. CPR and First Aid certifications are required but may be obtained within 60 days of hire.

PHYSICAL REQUIREMENTS: Incumbent must be able to move freely and quickly throughout the YMCA facility; move easily across a variety of indoor and outdoor surfaces; participate in typical outdoor children's games and sports; watch and listen to the activities of a group of children; communicate effectively with people; use a computer with a keyboard; bend and lift; and lift up to 50 pounds.

ESSENTIAL FUNCTIONS:

1. Through hands on program and service delivery, build personal and meaningful relationships with members, participants, volunteers, guests and donors; help members connect with one another and with the Y
2. Work daily to nurture the potential of all youth and teens; help people improve their well-being; and provide opportunities for people to give back and support their neighbors.
3. Implement and evaluate programs and activities as assigned.
4. Work as part of the staff team responsible for carrying out the organizational, program and operational strategies of the association's strategic plan.
5. Assist Program Director with promoting and marketing programs.
6. Recruit, train, motivate and recognize volunteers in assigned program areas.
7. Evaluate program effectiveness through observation and administration of program evaluations by participants or parents at least once per program season.
8. Work within the established department budget.
9. Provide communication with the Service Center on all necessary information regarding assigned programs.
10. Manage conflict, problems and emergencies, analyzing situation, grasp problem and draw reliable conclusion taking appropriate action without waiting for direction.

11. Attend all staff training and meetings as required.
12. Care for and maintain YMCA equipment, supplies and property.
13. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
14. Have complete knowledge of all association emergency procedures.
15. Maintain all necessary records as requested and generally assist Program Director with program implementation as requested.
16. Assist supervisor, Executive Director and staff team as necessary / requested to ensure successful outcome of YMCA operations and mission.
17. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A YMCA that has strong relationships with its members and donors as reflected in membership retention and donor participation.
2. A Y that has a wide variety of programs that nurture the potential of all Marion area youth and teens.
3. A YMCA of which participants speak highly as reflected in program participant evaluations.
4. Growth in the variety of program offerings and number of individuals participating in YMCA youth and family programs.
5. A YMCA that is welcoming to the community and reflects our mission and values.
6. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.

Equal Opportunity Employer

The Mission of the Marion Family YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.