



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

OUTDOOR CENTER DIRECTOR

At the MetroWest YMCA, 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! Competitive pay and benefits! **Salary \$70,000 - \$80,000 annually!** Equal Opportunity Employer.

The Outdoor Center Director oversees the total operation of the YMCA Family Outdoor Center in Hopkinton, including membership, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

Preferred candidates will have extensive outdoor facility management, summer camp, and partnership experience.

Must be willing and able to jump in and provide direct delivery to help with programs, events, and even facility projects.

Team Oriented: Proven track record of building teams, growing a positive work culture, and developing a core strategic direction for a group of leaders.

Facilities: Experience in managing program areas and/or day-to-day facility operations and project planning for the Family Outdoor Center.

QUALIFICATIONS

- Education or work experience in human services, social services, business or equivalent.
- Six or more years of management experience, preferably in a YMCA or other nonprofit agency.
- Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of branch budget, marketing and public relations, and program development.
- Experience in management and development of volunteer involvement; ability to recruit top community leaders.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Proven track record of developing authentic relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- CPR and First Aid certifications may be required or the ability to obtain them in the first 90 days of employment.

ESSENTIAL FUNCTIONS

1. PROGRAM MANAGEMENT & DEVELOPMENT

Directs and supervises program activities to include camp, challenge course and High Flight to meet the needs of the community and fulfill YMCA objectives. As our communities identify needs that align with our mission, strategic plan, skills and capacity, opportunities will be explored to assist and develop new programs and services. Our mission is delivered clearly and always evident in our programs with a keen eye on constantly improving quality through feedback available to us in evaluation tools.

2. STAFF ENGAGEMENT & DEVELOPMENT

Recruits, hires, trains, manages, develops, coaches, schedules, and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and build a cohesive team. Ensures records of staff certifications are current and complete. Conducts safety, certification, and service training for staff. All of the above areas should have a focus on increasing employee engagement and satisfaction.

3. MEMBERSHIP ENGAGEMENT & DEVELOPMENT

Builds relationships with and among members, responds to inquiries and solves problems. Creates a safe and supportive community environment, assists in recruiting and engaging new members, and connects members to the YMCA's cause.

4. BUDGET & FINANCIAL MANAGEMENT

Plans and manages department budgets as approved in a fiscally responsible manner. The financial health of the Family Outdoor Center will be stewarded consistently through a watchful eye on operations.

5. FACILITY MANAGEMENT

Works with the Association Facilities Director and appropriate branch staff to provide program facilities for members, staff and program participants that are safe, clean, adequately equipped, well maintained, and attractive.

6. VOLUNTEER DEVELOPMENT

Builds and develops volunteer capacity, sharing the social responsibility.

7. COMMUNITY INVOLVEMENT & SUPPORT

Assists in YMCA fund raising and friend raising activities/events, and engages in collaborative relationships and public relations with community organizations in order to strengthen support and build community. Responsible for the implementation of a successful Annual Campaign for the Family Outdoor Center, as well as, grant funding and successful implementation of grant funded programs.

PHYSICAL DEMANDS:

Must be able to walk, stand, sit, bend, lift more than 25lbs, type on keyboard, and operate computer, calculator, phone systems and other office equipment.

Qualified and interested applicants please submit a cover letter and resume to Employment@metrowestymca.org or apply online.

TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG

