

# METROWEST YMCA

7/9/21

## **Full Time Job Opportunities** **in Framingham unless noted otherwise**

**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! Individuals must already have the ability to legally work in the United States. Competitive pay and benefits! Equal Opportunity Employer.**

**The Y offers a competitive wage and benefit package for full time, year-round employment positions:**

- **Health & dental insurance**
- **Disability and life insurance**
- **10% Y Funded retirement plan**
- **MetroWest YMCA Membership**
- **Discounted program fees**
- **Paid time off and holidays**

## **SPORTS AND RECREATION DIRECTOR – FULL TIME**

### **POSITION SUMMARY:**

Oversees the development and operations of various programs, specifically; teens, youth and adult sports, gymnastics, dance and camp programs in accordance with the policies established by the Board of Directors, along with the mission and goals of the YMCA. Recruits, trains and supports assigned staff. Provides liaison support to committee(s) and advisory board(s). This position will play a key role in community and member relationships.

### **ESSENTIAL FUNCTIONS:**

1. Develops, implements, and manages operating plans for camp, teens, youth and adult sports, gymnastics, and dance programs with a goal of promoting program and membership growth for the YMCA. Executes strategies to ensure that members and program participants connect with one another and connect with the YMCA.
2. Provide direct program delivery as needed. To include; set up and break down of equipment, class instruction, league supervision, teen program supervision, and vacation and summer club supervision.
3. Develops and controls department budgets related to the position.
4. Hires, trains, and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models relationship-building skills (including Listen First) in all interactions.
5. Ensures a positive working and program environment emphasizing the YMCA's areas of focus and character values.
6. Operates and maintains a safe working environment to include program storage areas.
7. Provides leadership and support to the annual fundraising campaign and volunteer committees/ boards as assigned. Develops and maintains effective working relationships within the community.
8. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
9. Ensures high quality member-focused programs through innovative program development, evaluations and on going training of staff.
10. Maintains accurate and to date records, files, and billing / collection procedures and provides data and reports as required for assigned programs. Responsible for processing refunds, credits and entering program table files.

11. Works cooperatively with the Building and Grounds Director to ensure the cleanliness and safety of all program and facility areas.
12. Develops and coordinates all necessary marketing and promotion for related programs and services. This may include but not be limited to, timely and frequent news releases, school distributions, paid advertising and the design of brochures and flyers. Responsible for updating and managing program guide pages each session. Some of these tasks will take place with help from the Marketing Director.
13. Maintains all certifications and training hours necessary for the position to include First Aid, CPR and O2 training.
14. Ensures proper building coverage is present for all program related functions in accordance with program needs. Act as the building professional on duty as needed.

**QUALIFICATIONS:**

1. GED, high school diploma or higher level education with a focus in human services, social services, recreation, business or equivalent.
2. Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fund-raising.
4. Have the ability to handle multiple tasks at the same time.
5. Prefer knowledge of and previous experience with diverse populations.
6. Proven track record of developing authentic and deepened relationships with others.
7. Ability to establish and maintain collaborations with community organizations.
8. CPR, O2 and First Aid certifications are required or ability to obtain them within 6 months of employment.
10. He / or She must be physically capable to set up program equipment and have the ability to hear and see activities and problems as they occur.