

Greater Wichita YMCA Job Description

POSITION TITLE: Senior Program Director
REPORTS TO: Branch Director
FLSA CLASSIFICATION: Exempt
DATE APPROVED: June 2025

GENERAL FUNCTION: Under the guidance of the Branch Director, this position oversees the development of the staff, programs, finances and daily operations of the branch. The Senior Program Director acts as a liaison to the community at large advocating for YMCA programs and events as directed, and provides support to the Branch Director for all branch needs. An average of 50 hours per week is expected for this position.

MINIMUM ENTRY REQUIREMENTS

Education/Experience Requirements:

1. Bachelor's Degree in related field
2. 5 years' experience in Youth Program development and management
3. 5 years' experience and proven success hiring, managing, training & developing staff
4. 5 years' experience of proven development and management of budget

Physical/Mental Requirements:

1. Must be able to routinely perform the following physical activities; climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for extended periods of time, walk, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity to perform detailed tasks
2. Must have ability to lead and delegate to others and communicate effectively; both orally and in writing
3. Must possess problem solving, organizational and task management skills; ability to make independent and sound decisions in a rapidly changing environment
4. Must be detail oriented and exhibit a high degree of accuracy and alertness
5. Must demonstrate initiative in absence of supervision
6. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
7. Must work collaboratively as a team member as well as independently and lead by assigned goals, duties and deadlines
8. Must possess ability to exercise high levels of discretion and confidentiality
9. Must present a neat and professional appearance at all times

Job Requirements:

1. Commitment to the YMCA mission, vision and values
2. Must attend New Employee Orientation within 30 days of hire
3. Complete CPR/AED, First Aid, O2, and Listen First Workshop in accordance with Conditions of Employment
4. Possess a clear and complete understanding of exercise science principles, and the ability to apply those principles in a practical wellness atmosphere
5. Learn all emergency procedures and action plans for the Farha Sports Complex
6. Understand and abide-by all policies and procedures as set forth by the association
7. Work a schedule that reflects the needs of the branch; including evenings and weekends

JOB RESPONSIBILITIES

Staff Development:

1. Responsible for recruiting, hiring, training, developing, scheduling and managing a high performing staff focused on providing exceptional service, sport expertise and work well as a team.
2. Developing strategies to provide support and motivation to staff for the achievement of program goals and retention.
3. Reviewing and evaluating staff performance.
4. Maintaining staff retention through positive reinforcement and support.
5. Monthly documented staff meetings/development and trainings.
6. Ensuring staff certification records are current and fulfill all in-service standards.

Program Operations:

1. Ensuring all programs comply with YMCA standards and methods of operation.
2. Develop, implement and manage high quality and safe programs with continual participation growth.
3. Recruit for full participation in all programs, tournaments, camps and clinics.
4. Integrate customer-service and engagement strategies into programs and services to ensure retention and positive feedback/ratings.
5. Learn and use Personify and Team Sideline to full capacity for accurate records for registration, schedules, communication, recruitment and retention.
6. Monitoring and evaluating delivery and effectiveness of programs and staff for the highest possible level of quality.
7. Visibility in the Court Center during programming, tournaments and rentals.
8. Respond to all member and community inquiries and concerns within 24 hours.
9. Communicating program information and performance, changes and needs in a timely manner to Branch Director.
10. Child Abuse Prevention - Responsible for adhering to boundary policies, attending required training, reporting concerns, following mandated reporting policy, fulfilling job-specific responsibilities such as maintaining and securing unused areas, and ensuring proper sign-in/out procedures.
11. Provide back-up support to the Branch Directors for full execution and performance for all sports.

Fiscal Management:

1. Monitor and manage budget regularly to meet and exceed budget targets. This includes increased revenue season after season and event after event.

Strong Community Campaign/Financial Development:

1. Provide input, engagement and leadership for the Strong Community Campaign, special events and other fund development to ensure fundraising goals are met.

Facilities:

1. Maintain complete familiarity with all risk management procedures and policies.
2. Maintain Farha Andover Court Center in an orderly, clean and safe condition; reporting any irregularities to Branch Director and following all preventive maintenance schedules.
3. Conducting multiple daily walk-throughs.
4. Keeping an up to date inventory on all equipment, materials and supplies.

Other:

1. Serving as a member of the branch leadership team performing specific duties which support the overall success of the Farha Sports Complex operations.
2. Communicating information promptly to all Farha Andover Court Center staff.
3. Attending applicable training and conferences to further professional development.

4. All other duties as assigned.

EFFECT ON END RESULT: Providing leadership and guidance to ensure the achievement of goals and objectives of the Farha Andover Court Center with high levels of participation, satisfaction and retention of participants and staff.

I have read the above job description and fully understand the responsibilities I am expected to perform and I feel I can carry out those duties as described above.

Staff Printed Name _____ Signature _____ Date _____

Supervisor Printed Name _____ Signature _____ Date _____