



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF GREATER MONTGOMERY JOB DESCRIPTION

Job Title: Program Director

Branch: Wetumpka

Salary: \$45,000 to \$45,000

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### POSITION SUMMARY:

This program director position is responsible for the development, implementation, and administration of all aquatics and sports programming at the Wetumpka Family YMCA. In addition, every position in the Montgomery YMCA is responsible for upholding Christian principles that are central to our mission by modeling behaviors that support healthy living, youth development, and social responsibility.

### ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA strategic objectives. Establishes new program activities and expands within the community in accordance with YMCA's strategic and operating plans.
2. Responsible for preparing and managing the budget for the areas of responsibility.
3. Plan, develop, promote, implement, and grow all programs for the areas of responsibility.
4. Supervise the scheduling of all sports & aquatics facilities. Additionally, ensures proper maintenance of the pools and maintains accurate records of pool chemical levels and facility maintenance.
5. Recruit, hire, train, and supervise all staff and volunteers in areas of responsibility. Ensures records of staff certifications are current and complete.
6. Provide leadership and support for all part time staff in the YMCA, especially for front line staff that assist in the implementation of all program areas and activities.
7. Implements new and innovative programs for all ages that help add value to a YMCA membership.
8. Assist the Executive Director in the maintenance of branch grounds and facilities.
9. Schedule, staff, and supervise rental groups when needed.
10. Assist with periodic Association-wide training, committees or task forces as assigned.
11. Monitor daily pool operations to adhere to all state, local, and YMCA health and safety guidelines.
12. Creates and schedules swim lessons, water fitness classes, swim team and special events.
13. Actively pursue and develop relationships within the community that help provide support and leadership for the YMCA.
14. Develop an annual plan for securing team sponsorships and support for the Annual Support Campaign which provides scholarships for needy families in our communities.
15. Assist in YMCA fund raising activities and special events.
16. Other duties as assigned by supervisor.

#### EDUCATION AND/ OR EXPERIENCE:

A Bachelor's degree (B.A.) from a four year college or university (or acquired within first year of employment) and one to two years of related experience and/or training is required.

#### CERTIFICATES, LICENSES, REGISTRATIONS

- Red Cross CPR for the professional rescuer, AED, and O2
- Bloodborne Pathogens
- All other safety trainings as required by the Montgomery YMCA

#### RECOMMENDED CERTIFICATIONS

1. Commercial Driver's License (CDL)
2. Red Cross Instructor level certification
3. LGI (Lifeguard Instructor)
4. Lifeguard certification

The YMCA of Greater Montgomery is proud to be an equal opportunity employer. Employment is subject to a background check.

To Apply submit resume and references:  
Scot Patterson,— [spatterson@ymcamontgomery.org](mailto:spatterson@ymcamontgomery.org)