



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF GREATER MONTGOMERY JOB DESCRIPTION

**Branch:** East YMCA  
**Job Title:** Operations Director  
**Salary:** \$55,000 - \$65,000

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### POSITION SUMMARY

The Operations Director administer the policies, procedures and programs of the association in accordance with the provisions of the Board of Directors and its constitution and bylaws, and includes fiscal management, financial development and program administration. Works in conjunction with the Director of Healthy Living to provide outstanding wellness and experiences to meet the needs of members. In addition, every position in the YMCA of Greater Montgomery is responsible for upholding the Christian principles that are central to our mission by modeling behaviors that exemplify the four pillars of character - caring, honesty, respect and responsibility.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Promotes the mission and philosophy of the Association.
2. Leads all membership activity including group ex, wellness, and senior programs.
3. Oversee summer camp, afterschool program, senior programming, youth sports, aquatics, membership development and wellness including staffing, payroll, budget and evaluation.
4. Works with Member Service staff to ensure positive member experiences in all areas of the facility and programs.
5. Provide support and assistance in wellness programs including instructor evaluation.
6. Branch Board of Directors recruitment, education and branch committee development
7. Recruits, hires, trains, supervises and evaluates staff in supervised program areas. Provides subordinates with ongoing feedback regarding their performance.
8. Interpretation and communication of the objectives and programs of the YMCA to the community through public communication and participates actively in community organizations.
9. Administers approved budget and takes appropriate action to maintain fiscal soundness of the branch
10. Reviews and evaluates the enrollment, programs, services, and operation of the branch and communicates the findings to the branch board, committees, staff, Chief Operating Officer and President/CEO, makes necessary changes to ensure program and service quality and growth
11. Actively pursue and develop relationships within the community including schools, churches, homeowner's associations, civic organizations, etc.
12. Develop an annual plan for securing support for the Annual Campaign which provides scholarships for needy families in our communities.
13. Create a member-focused culture to promote membership growth and retention.
14. Works with the Director of Healthy Living to ensure outstanding wellness opportunities are available to members
15. Collaborate with marketing team to develop marketing messages and resources to support the membership and program growth strategy.

16. Responsible for branch operation, facility use, cleanliness and maintenance
17. Supervise other programs and projects as assigned.

#### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university and a minimum of five years related leadership and operations experience and/or training. Minimum of 5 years successful leadership and supervisory experience managing multiple staff teams.

#### **CERTIFICATIONS**

YMCA Multi-Team Leader or Organizational Leader preferred  
CPR and AED

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