



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE PALOUSE JOB DESCRIPTION

Job Title: Director of Programs Administration

FLSA Status: Nonexempt

Status: Full Time (37 to 40+ hours per week)

Revision Date: May 3, 2023

Reporting to: CEO

Contact: (509) 332-3524 or info@palouseymca.org

Per Hour: \$25 to \$28

OUR CULTURE:

At the Y, you can channel your passion into a lifelong career helping to deliver positive change. Every day, our staff – of all ages and from all walks of life – work to bridge the gaps in community needs by nurturing the potential of youth and teens, improving our community’s health and well-being, and providing support to our neighbors, by serving others, building strong relationships, and incorporating our YMCA values into our everyday work.

POSITION SUMMARY:

The Director of Programs Administration (DPA) is a dynamic and passionate team leader who oversees and develops all YMCA of the Palouse programs. The ideal candidate is an excellent manager of people and program development with the ability to handle multiple projects simultaneously.

The DPA manages the coordination and administration of all aspects of ongoing programs including planning, organizing, evaluating, staffing and volunteer coordination. As a key member of the senior management team, the DPA will be involved in strategic planning, program evaluation, data collection, professional development and new program development initiatives to meet the needs of our diverse participants.

The YMCA of the Palouse currently operates after school care in 4 Pullman elementary schools, a before/after care and enrichment program with Pullman Community Montessori, as well as spring break and summer day camps.

ESSENTIAL FUNCTIONS:

- Oversees all YMCA of the Palouse programs to meet the needs of the community and fulfill YMCA objectives.
- Hires, trains, develops, schedules, assists with payroll and supervises youth development staff. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Coordinates, trains and supervises volunteers serving in program areas.
- Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
- Identifying and pursuing new opportunities for program expansion, innovation and improvement.
- Possess proven organizational and multi-tasking skills to be able to coordinate the many separate program activities operating simultaneously.

YMCA OF THE PALOUSE

105 NE Spring Street, Pullman WA 99163

P 509 332 3524 palouseymca.org





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- Develops and maintains collaborative relationships with local community and state organizations.
- Ensures staff and children follow safety policies and procedures. Ensures child abuse prevention policies are followed and reports any safety violations immediately through YMCA reporting protocols.
- Reviews and processes program financial assistance applications.
- Monitors programs budget to meet fiscal objectives and manages programs monthly billing.
- Coordinates use of facilities for program activities and events.
- Assists in YMCA fundraising activities and special events.
- Attends various program committee meetings and community events.
- Proficient with computer applications to include, Word, Excel, Publisher, Google Suite, basic webpage editing and registration software.
- Ability to grow and adapt as new opportunities with the position develop.
- Attend programs-related board committees and present quarterly updates to the Board of Trustees.

QUALIFICATIONS:

Required: Bachelor's degree related to human/youth development, education or related degree.

Master's degree preferred.

- Must be at least 21 years of age.
- A minimum of two years of relevant experience working in a youth development profession including at least two years serving as a team leader with demonstrated decision-making ability.
- Must possess strong oral, auditory, and written communication skills appropriate for interacting with both children and adults.
- Demonstrated skills in strategic planning, budgeting, staff supervision, partnership development and program evaluation.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Positive role model with strong leadership, conflict resolution and diplomacy skills.
- Must be capable of managing the daily administrative, program and supervisory responsibilities of the YMCA of the Palouse.
- Completion of national background check at candidates' expense to be reimbursed after 90 days from first date of hire.
- Typical requirements within 30 days of hire include completion of: Child Abuse Prevention, CPR/First Aid/AED; Bloodborne Pathogens Certificate; Food Handler's card.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The employee must have sufficient strength, agility and mobility to perform essential functions and to supervise staff and program activities in a wide variety of indoor and outdoor locations (depending upon the programs). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.





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- The employee must occasionally lift and/or move up to 50 pounds.
- The employee may frequently be required to attend programs, run errands, and possibly transport program participants via bus or passenger van when available; therefore, a current driver's license, proof of clean driving record and independent reliable means of transportation is necessary.
- Weekly hours are scheduled with some degree of flex time to accommodate program schedules and job responsibilities.
- Due to the nature of programs offered, occasional nights and weekends may be required.
- Ability to work overtime as needed per approval of CEO.

SALARY & BENEFITS:

- Salary Range: \$52,000 to \$58,240 per year, commensurate with experience.
- Medical and retirement benefits upon qualification.
- Paid Vacation: 10 Days per year.
- Paid Company Holidays: 9 Days per year.
- Sick Leave: Up to 12 Days per year.
- Team Leadership and Professional Development through Y-USA's Learning and Career Development Center.

Visit our website at palouseymca.org or our office at 105 NE Spring St. Pullman, WA, for an employment application and information. Interested applicants must submit a current cover letter and resume along with the Y application.

