

**YMCA of the Rockies – SMR  
Job Description**

Job Title: **Associate Program Director**

Status: Exempt

Employee Classification: Year-round/Benefited

Leadership Level: Team Leader

Reports to: Program Director

Revision Date: 7-15-2103

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**Position Summary:**

With an emphasis on youth and family programs, the Associate Program Director develops, coordinates, supervises and administers several Program Department components, including Family Programs, Family Weekends, the Craft Shop and the Library.

**Essential Functions / Requirements:**

1. A bachelor's degree in child development, elementary education, Recreation Management or a related field.
2. Three years minimum experience in structured recreation or family program areas.
3. Outstanding organizational, managerial, supervisory & program development skills.
4. Working knowledge of children's basic needs and developmental stages.
5. Possess excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
6. Train, schedule, supervise and evaluate rec attendants, family program, library and craft shop staff and volunteers.
7. Develop, plan and implement year-round craft shop and family programming activities for the "whole" family; toddlers to seniors and for SMR Family Weekends.
8. Track and maintain detailed records of programs and their attendance.
9. Coordinate Program activities with other related YMCA of the Rockies departments.
10. Communicate with groups in a professional and timely manner.
11. Ability to operate basic office equipment (phone, fax, copier) and proficiency with a variety of computer programs: Excel, Word, etc.
12. Supervise all Craft shop and Library functions.
13. Develop and implement purchasing plan and maintain inventory for Craft Shop.
14. Assist in the functions of the Program Desk
15. Direct all aspects of the Program Department in the absence of the Program Director.
16. Maintain fiscal responsibility for programs in areas of accountability, including billing.
17. Ability to move throughout all program buildings and outdoors over uneven terrain.
18. Support the Association safety program. Promote safe work practices and a safe environment for guests, members and staff.
19. Uphold the YMCA of the Rockies Mission, policies and programs.
20. Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility and Faith in all functions.
21. Promote a cooperative, positive and problem-solving atmosphere at all times.
22. Ability to work cooperatively with others in a diverse environment.
23. Must meet acceptable criminal background check standards.
24. Possess and maintain current certifications in First Aid, CPR and AED administration.
25. Must possess a valid, USA state issued driver's license, an acceptable driving record, and comply with YMCA driving rules to be approved to operate YMCA vehicles.
26. Ability to read, write, speak, and understand English clearly, concisely, and fluently.

**Other Functions / Requirements:**

1. Be a willing, active and enthusiastic participant in YMCA of the Rockies functions.
2. Must directly market and develop marketing tools for areas of job responsibility.
3. Excellent interpersonal communication skills in working with staff, volunteers, parents, youth, co-workers and guests.
4. Enthusiasm for continued program development and guest offerings through one's areas of responsibility.
5. Participate in the Association Safety Program by becoming a Program Safety Officer.
6. Identify and secure alternate funding sources (ie: grants) for programs.
7. All other duties as assigned.

**Accountability:**

1. Support the overall success of the Program Department and take initiative in all program areas.
2. Develop innovative new programs, while improving our current programs, to create a positive member experience.
3. Management of Craft Shop budget with controlled expenses and expanded revenues.
4. Positive experience and increased attendance for guests attending Family Weekends and programs.
5. Outstanding and productive staff members who are growing through their YMCA experience.

Note: Employees are held accountable for all duties of this job.  
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_