



**FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# JOIN OUR TEAM

## YMCA Youth & Government PROGRAM DIRECTOR

YMCA Youth & Government has an immediate opening for an energetic, motivated individual to take on the role of Program Director in our Olympia office. The individual in this role is responsible for directing the program development, operations and delivery of the Youth Legislature and Mock Trial programs in the state of Washington.

### ENTRY REQUIREMENTS

Bachelor's degree in program area or related field or equivalent education/experience. One or more years of related experience including staff and volunteer supervision, program development, budget management and fund raising. General knowledge of assigned program area(s). Ability to respond to safety and emergency situations. CPR and First Aid certifications required. Most positions require skills in child behavior management and child abuse prevention. Most positions require ability to visit sites and community organizations. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful. Prefer familiarity with personal computers.

### WORK SCHEDULE

Monday–Friday 8:30 am – 5:00 pm with some nights and weekends

### SALARY

\$2,888 – 3,610 per month

### OFFICE LOCATION

921 Lakeridge Way, Olympia, WA

### TO APPLY

For a full job description and to apply online visit [seattleyymca.org](http://seattleyymca.org) and click on YMCA CAREERS at the top of the page

### PRINCIPAL ACTIVITIES

- Directs the development and operations of assigned program area(s).
- Establishes new program activities and expands program(s) within the community in accordance with the Association and branch strategic plans. Develops and manages the budgets related to the position. Meets fiscal objectives. Recruits, hires, trains, evaluates and supervises assigned staff and volunteers in assigned areas. Provides development and leadership.
- Compiles program statistics and provides data and reports as required for assigned program(s). Monitors and evaluates the effectiveness of and participation in program(s).
- Provides leadership and support for branch management team, annual fund raising campaign, and volunteer committees/boards as assigned.
- Develops and maintains collaborative relationships with community organizations, schools and agencies related to assigned programs.
- Develops, produces and distributes program information necessary to promote assigned programs, in accordance with branch marketing plans.
- Ensures that safety procedures are followed and that all programs are in compliance with YMCA standards, all relevant regulations and other applicable standards.
- Ensures high quality programs through innovative program development evaluations and on going training of staff.
- Ensures upkeep of related facilities and equipment.