



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA

Job Title: **Program Specialist – Tour**
FLSA Status: Full-Time Non-Exempt
Reports to: Associate Executive Director

Salary: \$37,440–\$47,840
Annually
Revision Date: 11/3/2023

POSITION SUMMARY:

Support Evidence-Based Health Intervention (EBHI) programs by recruitment efforts with community members and healthcare systems. Spread awareness in the community including YMCA members about the programs the YMCA offers in relation to health intervention. Participate and help organize statewide efforts with the YMCA.

ESSENTIAL FUNCTIONS:

- Facilitate, implement, and promote program activities to meet the needs of the Pennsylvania community and fulfill YMCA healthy initiatives objectives statewide.
- Assist with maintaining collaborative relationships with public health, physician communities and other referral networks to enhance awareness of programs and increase referrals.
- Assist with retention and commitment of program participants.
- Track and report program data to report to the EBHI Program Manager.
- Participate in any meetings as it relates to objective within grant and program requirements.
- Help the Program Director organize and carry out events statewide.
- Attend EBHI Program orientation and/or training (in-person & online)
- Travel and support tour efforts for statewide efforts.
- Adhere to all YMCA health and safety standards and policies.
- Attend required abuse risk management training.
- Follow mandated abuse reporting requirements.
- Adhere to job specific abuse risk management responsibilities.

QUALIFICATIONS:

1. A minimum of 3-4 years of community building experience is desired and/or a bachelor's degree in a related field.
2. Prefer knowledge and experience in YMCA programs, including EBHIs.
3. Excellent communication skills, including the ability to communicate well with people from diverse backgrounds and cultures.
4. Ability to build strong relationships, inspire confidence, and work effectively with a wide variety of stakeholders.
5. Understands the YMCA Mission and purpose as a cause-driven movement.
6. Demonstrated competencies in the areas of staff development, relationship building skills, communication skills, conflict resolution, and resource development.
7. Knowledge of fitness trends in the health and wellness community.
8. Proficient in Microsoft Office and Google Suite.

PHYSICAL DEMANDS

While performing the duties of the job, the employee is regularly required to: bend, stoop, kneel, twist, sit, reach with hands, grasp, stand, hear, speak, have finger dexterity, walk, lift up to 50 pounds, push, pull and have visual acuity. Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

YMCA COMPETENCIES (Leader):

- Engaging Community
- Inclusion
- Functional Expertise
- Developing Self & Others

Employee Acknowledgement

I have received, reviewed and fully understand my job duties and responsibilities as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name _____

Branch: _____

Employee Signature _____

Date: _____

YMCA Mission: To put Christian/Judeo principles into practice through programs that build healthy spirit, mind, and body for all.