



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Executive Director**

FLSA Status: Full-Time Exempt

Leadership level: Multi-Team Leader

Salary Range: \$90,000-\$100,000 Annually

Reports to: Senior VP of Operations

Revision Date: 03/06/2024

POSITION SUMMARY:

The Executive Director of the West Shore Branch of the Harrisburg Area YMCA oversees all operations at the Branch, including supervising 6 direct reports and over 200 indirect reports, budgeting and expense control of an over 5 million dollar operation, income generation, program development and quality control, board and committee development, community relations, collaborations, long-range planning, and facility maintenance. The Executive Director also provides direction and leadership for the achievement of Association goals in accordance with the policies, procedures, and standards established by the Board.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Effectively leads team of full-time direct reports implementing quality services and program delivery.
2. Develops and directs high quality member engagement strategies and programs which support branch and association goals and strategies. Establishes plans for the expansion of programs and services, in harmony with overall YMCA objectives and the leadership team.
3. Manages the budgeting process so that resources are devoted to top priorities and strategic objectives. Ensures operating budgets meet or exceed targets.
4. Oversees the hiring, training, development and supervision of staff.
5. Directs branch strategic planning efforts and develops the annual operating plan of the branch.
6. Directs the financial development and Annual Campaign activities of the branch.
7. Ensures the safety and maintenance of high quality facilities, grounds, and equipment
8. Maintains a diverse Board of Managers that actively support the Y's goals and strategic plans. Recruits, selects, and develops diverse volunteers for the branch board. Clarifies and reinforces the division of roles and responsibilities between corporate boards, management or advisory boards, staff, and general volunteers.
9. Builds bridges within the community so that all segments of society have access to the Y.
10. Effectively communicates community benefit and the Y's impact for all stakeholders (e.g., staff, volunteers, members, and community leaders) develops positive working and collaborative relationships with other organizations, businesses, and governmental entities.
11. Fosters a climate of innovation to develop member-focused programs which support the Y mission, goals, and strategies.

QUALIFICATIONS:

- Six or more years of management experience, preferably in a YMCA or other recreation-related facility, membership-based organization or other large nonprofit agency.
- 3 plus years of supervisory experience

The Y: We're for youth development, healthy living, and social responsibility.



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- Proven track record of developing authentic relationships with others.
- Bachelor's degree in sports management, human services, social services, business or equivalent.
- Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of branch budget, marketing and public relations, and program development.
- Experience in management and development of volunteer involvement; ability to recruit top community leaders.
- YMCA Multi-Team Leader certification preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to establish and maintain collaborations with community organizations.
- CPR and First Aid certifications required within 30 days of hire.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

Supervisors and administrators will:

- Follow employees and volunteers screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with on-going supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with consumers.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their consumers from abuse.
- Report essential abuse risk management information to the board of directors.

BENEFITS:

Dental insurance, health insurance, paid time off, retirement plan (upon eligibility), select program discounts, and free Harrisburg Area YMCA Family Membership.

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SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Executive Director in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name

Employee Signature

Date: _____