



YMCA of Reading and Berks County

Job Posting

Title: **Program Coordinator – Youth**

Req #: 18-125

Location: Tamaqua YMCA

Status: Part Time – Monday to Friday

POSITION SUMMARY: Oversees the development and operations of various programs, such as health/wellness, aquatics, teens, child care, and/or other programs. Recruits, trains and supports assigned staff. Provides liaison to committee(s) and advisory board(s).

ESSENTIAL FUNCTIONS:

1. Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
2. Develops and controls department budgets related to the position.
3. Hires, trains, and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models relationship-building skills (including Listen First) in all interactions.
4. Provides leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Develops and maintains effective working relationships within the community.
5. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
6. Ensures high quality member-focused programs through innovative program development, evaluations and ongoing training of staff.
7. Coordinates special events and activities.
8. Provides data and reports as required for assigned programs.

QUALIFICATIONS:

1. Bachelor's degree in human services, social services, recreation, business or equivalent.
2. Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fund-raising.
4. Prefer knowledge of, and previous experience with, diverse populations.
5. Proven track record of developing authentic and deepened relationships with others.
6. Ability to establish and maintain collaborations with community organizations.
7. YMCA Team Leader or Multi-team/Branch Leader certification preferred.
8. CPR and First Aid certifications may be required.

To apply for this position, please send your resume to: careers@ymca-berkscounty.org and indicate the job title AND Req # of the position in the subject line of the email.

For more information about the Reading and Berks County YMCA please visit our website!
www.ymca-berkscounty.org

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