



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF THE PALOUSE JOB DESCRIPTION

Job Title: Director of Programs  
FLSA Status: Nonexempt  
Status: F/T

Reports to: CEO, Colleen Hinman  
Contact: 509.332.3524 or info@palouseymca.org  
Revision Date: February 2017

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### POSITION SUMMARY:

This position supports the work of the YMCA of the Palouse, a leading nonprofit committed to strengthening the Palouse community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA programs, responsible for the oversight of the Elementary After School programs in partnership with the Pullman School District as well as Spring Break and Summer Day Camps. The Director of Programs also oversees Special Olympics of Whitman County and Young Athletes programs.

### ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
2. Hires, trains, develops, schedules and directs program staff. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Reviews and processes program Financial Assistance applications.
5. Liaises with the Pullman School District and Washington State Department of Early Learning, insuring that school-age programs are in compliance with Washington Administrative Code.
6. Develops and maintains collaborative relationships with community organizations.
7. Monitors programs budget to meet fiscal objectives and manages programs monthly billing.
8. Coordinates use of facilities for program activities and events.
9. Assists in YMCA fund raising activities and special events.
10. Attends various Program Committee meetings and community events.

### QUALIFICATIONS:

1. Must have at least a Bachelor's degree related to youth development or education.
2. Must be at least 21 years of age.
3. A minimum of two years of relevant experience working with children in an educational setting including at least two years in an administrative supervisory capacity with demonstrated decision-making ability.
4. Have a minimum of forty-five college credits (or thirty college credits and one hundred fifty training hours) in approved school-age fields.
5. Typical requirements within 30 days of hire include completion of: Department of Early Learning portable background check; Child Abuse Prevention; CPR/First Aid/AED; Bloodborne Pathogens Certificate; Food Handler's card, negative TB test; complete basic STARS training or possess an exemption.
6. Must possess strong oral, auditory and written communication skills appropriate for interacting with both children and adults.
7. Positive role model with strong leadership, conflict resolution and diplomacy skills.
8. Must be capable of directing the daily administrative, program related, and supervisory responsibilities of the YMCA of the Palouse.

### YMCA OF THE PALOUSE

105 NE Spring Street, Pullman WA 99163  
P 509 332 3524 palouseymca.org





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**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The employee must have sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee is frequently required to attend events, run errands, and transport program participants via bus or passenger van, therefore, a current driver's license, proof of clean driving record, and independent reliable means of transportation is necessary.

**SALARY/HOURS:**

Salary commensurate with experience.

Visit our website at [palouseymca.org](http://palouseymca.org) or our office at 105 NE Spring St. Pullman, WA, for an employment application and information. Interested applicants must submit also submit a current cover letter and resume along with the Y application.

**YMCA OF THE PALOUSE**

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