



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](mailto:info@palouseymca.org)  
Revision Date: August 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. Liaises with the Pullman School District.
5. Develops and maintains collaborative relationships with community organizations.
6. Monitors program's budget to meet fiscal objective.
7. Coordinates use of facilities for program activities and events.
8. Assists in YMCA fundraising activities and special events.
9. Attends various program committee meetings and community events.

### QUALIFICATIONS:

1. Must have at least a Bachelor's degree.
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.
4. A minimum of one years' experience in an administrative capacity with demonstrated decision-making ability.
5. A minimum of one years' experience in staff supervision.
6. Must possess strong oral, auditory and written communication skills appropriate for interacting with both children and adults, with or without special needs.
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.



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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 and run errands, therefore, a current driver's license, clean record, and independent reliable means of transportation is necessary.

**SALARY/HOURS:**

Salary commensurate with experience.

Visit our website at **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.