



YMCA OF METROPOLITAN COLUMBUS, GA – JOB DESCRIPTION ANNOUNCEMENT – INTERNAL ONLY

Branch Director for the John P. Thayer YMCA Senior Leadership Position \$35,000 - \$50,000

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Branch Director at the YMCA of Metropolitan Columbus, GA stewards the Y's cause, promoting and protecting the brand and reputation as a global, inclusive organization within the community. The Branch Director oversees the operation of the Y and participates in volunteer and staff development, financial development, and collaboration with community agencies.

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. Oversees the day-to-day operations of the facility, staff and branch.
2. Builds bridges within the community so that all segments of society have access to the Y. Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops and maintains positive collaborative relationships with community agencies in service delivery area.
3. Effectively communicates community benefit and the Y's impact for all stakeholders (e.g., staff, volunteers, members, community leaders) develops positive working and collaborative relationships with other organizations, businesses, and governmental entities.
4. 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.
5. Directs the financial development activities of the branch.
6. Directs branch strategic planning efforts and develops the annual operating plan of the branch.
7. Oversees the hiring, training, development and supervision of staff. Develops strategies to motivate staff, develop goals and achieve established goals.
8. Fosters a climate of innovation to develop member-focused programs which support the Y mission, goals, and strategies.
9. Collaborates with plans for the expansion of programs and services, in harmony with overall YMCA objectives.
10. Ensures the safety, maintenance, and cleanliness of high-quality facilities, grounds, and equipment.
11. Provides staff support for assigned committees. Provides staff leadership for campaigns and fundraising.
12. Serves as a member of YMCA management Senior Leadership Team and supports the overall objectives of the YMCA.
13. Follows all policies and procedures as established by the YMCA for staff, managers, and leadership. Enforces all policies and procedures established by the YMCA for all employees.
14. Supports the mission and strategic plan of the YMCA through projects and other responsibilities as assigned.

BEST PRACTICES:

- Follows best practices and trainings related to risk and safety management.
- Ensures required information/documentation is always posted as required, including current Labor Law posters.
- Maintains regular, clear, and concise communication within areas of responsibility in a timely manner.
- Exhibits a style of work that includes a positive attitude, cooperation, patience, flexibility, self-motivation, and professionalism.
- Oversees all branch emergencies and/or injuries; Gathers all information related to emergencies/injuries and informs the Executive Leadership Team immediately. Ensures all required OSHA reports are submitted timely.
- Models relationship-building skills in all interactions. Builds, cultivates, and maintains effective, positive relationships with members, program participants and staff. Develops and maintains collaborative relationships within community organizations.
- Models behavior consistent with our core values; Caring, Honesty, Respect, and Responsibility. Exhibits a style of work that includes a positive attitude, cooperation, patience, flexibility, self-motivation, and professionalism.
- Assists and participates in all YMCA fundraising, Annual Campaigns, activities, and Special Events.
- Attends and participates in all employee meetings as required. Completes all trainings as required.

LEADERSHIP COMPETENCIES:

- Collaboration
- Critical Thinking & Decision Making
- Fiscal Management
- Developing Self & Others
- Inclusion
- Engaging Community
- Communication & Influence
- Mission Advancement
- Emotional Maturity
- Program/Project Management

QUALIFICATIONS:

- Bachelor's degree or equivalent preferred.
- YMCA Multi-Team Leader or Team Leader certification preferred.
- Management experience, preferably in a YMCA or other nonprofit agency.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Excellent computer skills, standard business software skills, and ability to learn other software used by the association.
- Organizational and supervisory skills, administration procedure skills, and the skills to maintain accurate records, reports, and other documents.
- Excellent written and oral communication skills. Strong, positive, and effective communication, customer service, and problem-solving skills. Always engaging in Active Listening First.
- Ability to be on-call and to work various shifts.
- Ability to establish and maintain collaborations with community organizations.
- Minimum age of 21.
- Must have a valid driver's license (CDL required for certain positions), proof of automobile insurance, and clean MVR that meets all YMCA standards.
- CPR, AED, and First Aid certifications required within 30 days of hire. Must be kept current during employment.

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, stand, reach with hands, walk, climb stairs, bend, stoop, squat, kneel, twist, have finger dexterity, grasp, perform repetitive motions, talk, hear, have visual acuity, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 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.
- While performing the duties of this job, the employee may be occasionally exposed to weather conditions prevalent at the time.

Submit resume to Desiree Hagmayer in-person, or email to dhagmayer@ymcacolumbusga.com.

Internal posting closes: October 7, 2022