

Program Director

Job Description

YWCA Piqua

Definition

To develop programming for girls, women and their families which are based on their needs and interests and reflect the Mission of the YWCA. This is an exempt, full-time position.

Accountability

Reports to the Executive Director

Responsibilities

YWCA Mission

1. Maintains and demonstrates familiarity with the Mission of the YWCA
2. Ensures that the membership, committees, volunteers and community are aware of the YWCA's commitment to racial justice, inclusion, cultural diversity, women's issues, women's empowerment, and other social justice issues

Program Development

1. Carries staff responsibilities for and gives direct leadership to Youth, Adult Program, Health Education and Public Policy committees. May give leadership to Member Services, and Volunteer Leadership committees)
2. Assists committee Chairs in seeking committee members and preparing for committee meetings by setting the agenda, gathering necessary information and materials
3. Assists committees in determining activities, events and services to be offered
4. Accepts responsibility for the implementation of programs, classes and trips, including negotiations, supplies and program/instructor evaluation
5. Collaborates with local, county and state agencies and not-for-profit organizations to provide programming on social issues as determined by the Association's advocacy focus; is responsible for the management and evaluation
6. Keeps informed of the needs and concerns of women and their families on the local, state and national levels

Public Relations

1. Prepares all media releases and other PR materials promoting YWCA events, activities, programs and services
2. Maintains a good working relationship with all area media
3. Responsible for the final preparation of all program newsletters, Annual Meeting mailing and content for all print and social media outlets

Administrative

1. In coordination with the Executive Director, prepares and maintains records needed for annual United Way applications and occasional local/regional grants
2. Maintains Association website, social media and all multimedia equipment
3. Supplies necessary data and information in analyzing financial needs
4. Keeps necessary reports for Association files
5. Attends staff meetings
6. Attends Board of Directors meetings
7. Attends Association events
8. Keeps current with YWCA USA materials

General

1. Assists in recruiting program/event participants, resource people and volunteer leaders from the community
2. Evaluates the effectiveness of programs/events and the leadership development of each
3. Performs other duties as assigned by the Executive Director

Qualifications Required

Education

Position requires a minimum of an associate's degree, with a bachelor's degree preferred.

Experience/Skills

Experience managing volunteers or significant experience serving as a volunteer.

Comprehensive working knowledge of technology required.

Must exhibit excellent verbal, written and interpersonal communication skills with experience in public relations and customer service. Must have strong abilities in organization, the ability to manage multiple tasks, and be detail and accuracy oriented. Must be able to perform all duties and requirements associated with the position.

Physical Requirements

Individual must have sufficient physical health to perform the duties and responsibilities of the position. Must be able to travel to attend occasional meetings, seminars, etc. which relate to specific job functions. Must be able to

speak clearly and fluently over the telephone and in person. Must work well individually and with others. Individual must have acute consciousness of safety and a positive attitude toward accident prevention.

Essential Position Requirements

Must be available for varied work hours. Employee must possess and maintain a valid Ohio driver's license. May require some lifting of up to 40 lbs. on occasion. Involves mostly sitting, but could involve long periods of standing or walking. Requires frequent work primarily with fingers and hands. Must have clarity of vision at 20 inches or less and be able to perceive sounds by ear. The position requires stooping, crouching and reaching.