

EMPLOYMENT

We build strong kids, strong families, strong communities.

Position Title: Branch Director, Genesee County YMCA

Summary: The Branch Director is responsible for managing a wide array of programs and services with specific responsibilities in membership, staff supervision, financial success, and facility management. Position is responsible for program services, coordination of all branch offerings and ensuring efficient, customer focused, high quality, day-to-day operations. Ensures all program development and delivery is consistent with the YMCA mission to respond to community needs by serving all people, especially youth, through programs that promote a healthy spirit, mind, and body.

Essential Duties:

- Responsible for the administration, promotion and operation of the branch. Ensure program and membership offerings are consistent with Association efforts, priorities and procedures, including membership, human resources, accounting, purchasing, insurance, accidents, and facility systems.
- In keeping with the Association strategic plan, develop with the program managers the annual operating objectives and plans for membership services and all branch program areas.
- Prepare, in cooperation with the CEO, branch staff, and board volunteers the annual income and expense budget for the branch. Administer the budget and exercise necessary controls. Ensure the Branch financial scholarship goals are attained in a respectful and supportive manner.
- Recruit, hire, train, supervise, evaluate and motivate staff to achieve branch objectives. Conduct all appropriate staff trainings, meetings and evaluations.
- Monitor and evaluate all branch programs and services through visibility and regular visitation of program sites. Ensure maintenance of all appropriate records for all program responsibilities. Ensure proper care and inventory of all program equipment and supplies.
- Ensure all branch statistics, reports, records and planning materials are completed accurately and per deadlines.
- Coordinate branch publicity schedules, including press releases, PR pieces, internal and external communications and bulletin boards.
- Coordinate the recruitment, management and efforts of the branch board and committees, working to advance the branch. Work closely with the CEO on board development, and on interpretation and implementation of long-range goals.
- Oversee the branch volunteer programs.

Requirements:

- Education and experience equivalent to a Bachelor's Degree in an education, business or related field, plus at least five years of program, management and supervisory experience.
- Experience in recruiting, training, supervising and motivating volunteers and staff.
- Experience in organizing, promoting and directing a variety of programs and services.
- Proven skills in program development, budgeting and fiscal management.
- Ability to work varied hours to meet the needs of the branch.
- Excellent communication, leadership and customer service skills.
- Proficiency in spreadsheet and document creation, particularly MSOffice programs.

Apply By: August 13, 2010

How to Apply: Send your resume and cover letter to GLOW YMCA- Attn. HR, 209 East Main Street, Batavia, NY 14020, or e-mail to mrobin@geneseymca.org.

GLOW YMCA is an equal opportunity employer.

GLOW YMCA
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Posted July 21, 2010