

*****POSITION AVAILABLE*****POSITION AVAILABLE*****POSITION AVAILABLE***
RACINE FAMILY YMCA**

Job Title: Center Director, George Bray Neighborhood Branch
Supervisory: Chief Executive Officer
Salary Range: \$45,000-\$55,000
Cut-Off Date: April 1, 2020

Position Summary

Under the direction of the Chief Executive Officer and in the accordance with the Association policies, the Center Director will be responsible for the day to day operation of a high quality, community centered YMCA and serve as principal liaison and relationship builder with the local community; be accountable for financial development and community satisfaction. This involves all aspects of building an outstanding staff (recruiting, hiring, and training), developing and working with an involved volunteer branch advisory board, and strengthening the Racine Family YMCA position as an important leader in the Social Responsibility area. Lastly, the Center Director is responsible for creating outreach programs, partnerships and collaborations throughout Racine County.

This is a full-time, exempt position.

Essential Functions

- **Build a Strong Relationship with the Community:** Evaluating the scope and quality of the services the Y currently offers, community needs and competitive offerings, and prepare a comprehensive action plan.
- **Prepare and Manage the Budget:** Determine the department's current financial performance on all critical expense and revenue items, and implement a short and a long term plan of action to ensure that the operating plan is met.
- **Maintain an Effective Volunteer Advisory Board:** Monitor the current board's effectiveness and composition on a quarterly basis, actively recruit new board members as needed, and work with board members to maximize their involvement and contributions.
- **Maintain a Strong Leadership Team:** Bi-Annually evaluate Program Coordinators and rebuild/develop team as necessary. Establish an open dialogue of trust and support in the true spirit of camaraderie and the YMCA mission.
- **Effectively Operate All Department Programs:** Manage the department programs on a daily basis, ensuring that regular activities and special programs run smoothly. Establish appropriate management tracking methods to ensure that the department performs effectively in all key areas.
 - Work in conjunction with department staff and Advisory Board to expand and implement Social Responsibility programs throughout Racine County.
 - Coordinate and analyze the semi-annual and annual program assessments.
 - Manage, supervise, and direct the day-to-day activities of the Young Leaders Academy, Credible Messengers and all activities held at the George Bray branch.
 - Prepare monthly or quarterly program reports for funding sources and the CEO of the YMCA.
 - Provide all written documentation for funding requests and make presentation when required.
 - Ensure a positive public relation and appearance of the Racine Family YMCA.
 - Develop an annual program report outlining the outcomes results for all youth programs.
 - Establish long-term plans and goals for the programs located at the George Bray Neighborhood branch.

Qualifications

Must possess a Bachelor's degree, or equivalent education/experience, with a minimum of 10 years of successful experience that includes extensive management and supervisory experience. Should have a positive history of leadership in the areas of volunteer and staff development, budget and fiscal management, financial development, strategic planning and community development. Multi-Team Leader Certification preferred.

To apply email your cover letter and resume to: cnelson@ymcaracine.org or drop-off /mail your resume to:

George Bray Neighborhood YMCA

Attn: Calen Nelson

924 Center St.

Racine, WI 53403

Telephone calls will not be accepted.