



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Adaptive Program Director

Leadership Level: Team Leader

Status: Full-Time

Reports to: Associate Branch Director

Pay Range: 58K-73K

FLSA Status: Non-Exempt

Department: Brooks

Revision Date: 4/2/2025

POSITION SUMMARY:

The Adaptive Program Director is responsible for developing, implementing, and overseeing adaptive programs that cater to individuals with disabilities. This role ensures that all programs are inclusive, accessible, and aligned with the YMCA's mission to build healthy spirit, mind, and body for all.

KEY RESPONSIBILITIES

- Design and implement adaptive programs that meet the needs of individuals with disabilities, including but not limited to Adaptive Sports Leagues, Parent's Night Out, and Camp Programs.
- Develop clearly defined levels of ability to help categorize what services can be provided, appropriate support protocols, and boundaries for intake needs throughout YMCA programs and services.
- Develop inclusion services educational resources to educate parents and staff on available supports, inclusion strategies, and behavioral management approaches.
- Create a Parent Intake Form for Inclusion Services to gather detailed information on children's needs.
- Manage parent communication through the intake system to develop plans for inclusion services throughout YMCA programs.
- Develop clear and concise protocols to ensure participant safety through all adaptive programs.
- Ensure all programs comply with YMCA standards, local regulations, and best practices for safety and accessibility.
- Collaborate with community partners, organizations, schools, and healthcare providers to enhance program delivery.
- Develop and manage program budgets to ensure financial sustainability and alignment with strategic plan and goals.
- Recruit, hire, train, and supervise program staff and volunteers. Provide ongoing support and professional development opportunities.
- Identify training opportunities for all YMCA staff to create an inclusive and welcoming environment including but not limited to Trauma-Informed Care, Inclusion Strategies, and Verbal De-escalation Techniques.
- Regularly assess program effectiveness and make necessary adjustments to improve quality and participant satisfaction.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

EDUCATION AND EXPERIENCE:

- Preferred: Bachelor's degree in recreation therapy, therapeutic recreation, adapted physical education, occupational therapy, physical therapy, sports management, business administration, nonprofit management, or related field. Relevant experience can be considered for a replacement for higher education.
- Required: Minimum of 2 years of experience working with people with disabilities, preferably in adaptive recreation or sports/recreational programming. Consideration will also be made for candidates with transferable skills from the private or public sector

QUALIFICATIONS

- Required: Minimum of 2 years of experience working with people with disabilities, preferably in adaptive recreation or sports/recreational programming. Consideration will also be made for candidates
- Applicant should have experience and or knowledge of working with people with physical disabilities and their families and have an interest in adaptive recreation.
- Excellent interpersonal, verbal, and written communication skills.
- Exhibit a high level of energy, enthusiasm, and initiative.
- Ability to work a flexible schedule with some evenings and weekend work required.
- Candidate will be required to pass a background check.
- Candidate will be required to complete American Red Cross First Aid, CPR, and Standard First Aid within 90 days of hire and must maintain an active certification.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead, and participate in activities.
- 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.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date