



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Associate Branch Director I**
Leadership Level: Multi-Team Leader
Status: Full-time
Reports to: COO

Pay Range: \$75,000-\$85,000
FLSA Status: Exempt
Department: Brooks
Revision Date: 7/15/2024

POSITION SUMMARY: This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

The portfolio for this position includes the Aquatics, Sports, and Facilities Departments.

ESSENTIAL FUNCTIONS:

Financial Management

- Authorizes the procurement of required items or services.
- Analyzes prior year's expenditures and revenues, and compiles and submits the annual operating budget for the assigned departments to develop quarterly target projections.

Human Resource Management

- Leads the hiring process for required staff, following established guidelines
- Plans, schedules, and monitors the work of departmental staff.
- Establishes performance standards and evaluates the performance of personnel.
- Coaches staff and ensures the availability of training and professional development programs.

Operations & Safety

- Prepares annual operating objectives and monitors progress toward these objectives.
- Directs the overall operations, services, and personnel of assigned departments and ensures that YMCA and industry standards for cleanliness, maintenance, safety, and operational effectiveness are met throughout all assigned departments.
- Researches and develops standards that comply with federal, state, and local laws, and regulations that meet industry standards and assure member and participant safety.

Relationship Management

- Coordinates and interacts with other departments within the Piedmont YMCA and serves on the association leadership team.
- Advances the association's cause of Youth Development, Healthy Living, and Social Responsibility by seeking out partnerships throughout Charlottesville and neighboring counties.

Reporting & Analysis

- Prepares, reviews, and evaluates financial and administrative reports to analyze current practices and trends and initiates actions for improvements.
- Ensures that all data necessary for annual reporting metrics to Y-USA and annual reports are stored and retrievable.

- Analyzes programs' use patterns and performance to goals, reports the results thereof and recommends improvements and changes.
- Prepares periodic reports concerning department activities and accomplishments.
- Researches, develops, and analyzes consumer needs, interests, and resources through a variety of assessment tools to make improvements.

Strategic Management

- Participates in the development of quarterly/annual goals, operating objectives, strategies, and implementation plans and submits recommendations for improved service delivery to ensure that programs and membership opportunities maximize customer satisfaction.
- Develops, implements, and evaluates policies and procedures and implements or recommends changes.
- Develops management plans and strategies for long and short range association objectives.
- Performs other duties as assigned

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

QUALIFICATIONS:

- **Required Experience**
 - Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in a related field.
 - Five (5) years of progressively responsible experience in management of full-time staff.
 - 5-10 years of progressive management experience preferably in a YMCA, non-profit, or recreation field.
- **Knowledge, Skills, and Abilities**
 - Ability to prepare clear, concise financial and administrative reports.
 - Ability to use a personal computer and applicable software systems.
 - Ability to keep abreast of developments in the field/industry.
 - Knowledge of principles and practices of YMCA management and non-profit administration.
 - Ability to plan and coordinate the work of subordinate personnel
 - Ability to supervise, evaluate, and counsel employees.
 - Ability to analyze programs and evaluate their performance against established objectives.
 - Ability to build community partners and fulfil the YMCA's core values.

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 and reach and must be able to move around the work environment.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee must occasionally lift and/or move up to 50 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____