



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SAN FRANCISCO JOB VACANCY LISTING BAYVIEW HUNTERS POINT BRANCH

Job Title: TURF Program Director
Status: Exempt
Status: FT
Competency Level: Multi-Team/Branch

Reports To: Executive Director
Job Grade: II
Salary Range: \$60k - \$65k DOE

THE Y VISION FOR 2020

The healthiest children in America will live in the Bay Area, building skills and habits for a healthy life, enabling them to reach their highest potential through the strength of the communities we serve, and make a valuable contribution to society.

TOGETHER UNITED RE-COMMITTED FOREVER (TURF)

TURF is designed to provide case management, academic assistance, and specialized technological learning through enrichment activities. TURF provides a safe haven, while empowering youth and teens to build self-esteem and a positive self-image.

POSITION SUMMARY

Under the dual direction of the BVHP Y Executive Director and TURF Executive Director, the Program Director ensures the development, implementation and management of program goals and operations of the TURF program. To achieve this, the Director will need to work closely with the BVHP Y Executive Director to establish systems, program plans and professional development opportunities for all program areas. This position operates out of the program space of TURF, which is located in the Sunnydale neighborhood of San Francisco.

The Director is directly responsible for supervising all program leaders and volunteers. Being second in command to the TURF Executive Director, this position is responsible for managing the day to day operations, grants reporting and works with the fiscal manager/bookkeeper to ensure program plans align with funding operations.

MINIMUM QUALIFICATIONS

This position is heavily weighed on human relations. It is necessary that he/she have a clear understanding of the relationships of the general public to the respective organizations that are represented, staff to volunteer, and of inter-staff relations.

Education: Bachelor's degree from an accredited institution or minimum 3 years of experience in program management/operations

Availability: Monday-Friday, some weekends

Related Experience: leading and implementing effective programs serving youth of varying ages and backgrounds; staff supervision, grant management and strong knowledge of the Sunnydale/Visitation Valley community.

Specialized Skills: curriculum development required; workforce development, case management strongly preferred

Licenses & Certifications: CPR, First Aid (must attain within 90 days of hire)

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.

YMCA MULTI-TEAM/BRANCH LEADER COMPETENCIES

Mission Advancement: Reinforce the Y's values within the organization and the community. Effectively communicate the benefits and impact of the Y's efforts for all stakeholders. Implement effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secure resources and support for all philanthropic endeavors.

Collaboration: Develop strategies to ensure staff and volunteers reflect the community. Build and nurture strategic relationships to enhance support for the Y. Serve as a community leader building collaborations based on trust and credibility to advance the Y's mission and goals. Communicate for influence to attain buy-in and support of goals. Provide tools and resources for the development of others.

Operational Effectiveness: Integrate multiple thinking processes to make decisions. Involve members and community in the development of programs and activities. Ensure execution of plans. Institute sound accounting procedures, investment policies, and financial controls. Assign clear accountability and ensures continuous improvement.

Personal Growth: Foster a learning environment embracing diverse abilities and approaches. Create a sense of urgency and positive tension to support change. Anticipate challenges that can sidetrack or derail growth and personal learning. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

While all competencies are significant the following are critical to success in this position:

ESSENTIAL FUNCTIONS

1. **Attend** staff meetings and trainings as required.
2. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
3. **Demonstrate** the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
4. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
5. **Develop** and implement youth programs that focus on leadership development and character values that aligned with the YMCA Youth Development Model and the TURF's strategic plan.
6. **Collaborate** effectively with other youth programs and other District 10/Sunnydale community organizations.

7. **Promote** programs, the YMCA and TURF in a positive way to the members, participants, parents, community and civic leaders.
8. **Recruit** and maintain youth members so program attendance and development goals are reached.
9. **Recruit** and develop/retain staff and volunteer support necessary to effectively run programs, committees and task forces.
10. **Implement** effective style of supervision that meets all YMCA/TURF standards and policies. Provide staff and volunteers with resources necessary to implement safe, fun, structured, age-appropriate and culturally sensitive programs.
11. **Support** staff with trainings and development opportunities so that they are successful on the job and further their professional interests and growth.
12. **Administer** a comprehensive system to achieve efficiency and organization in the department, maintaining proper and accurate records for reporting and filing in accordance with standard practices and procedures.
13. **Maintain** the department budget in keeping with standard practices and policies.
14. **Lead** and act as a role model in the branch/TURF, and participate in various Association and community committees and task forces.
16. All other duties as assigned by your supervisors.

EFFECT ON END RESULTS

This position has a significant impact on operational effectiveness, in direct support of the Bayview Hunters Point YMCA and TURF accomplishing its goals and objectives in service to the community.

1. Be a good steward of financial resources/budgets that support program operations
2. Meet all funding/grant requirements
3. Develop new and effective program models for currently existing programs as well as new programs that meet the needs of the community
4. Train and develop a staff on existing and new systems/policies
5. Collaborate with local organizations to develop and retain partnerships to increase organizational visibility within the community.

ACKNOWLEDGEMENT

The incumbent will receive a competitive benefit package, which includes medical and dental, Paid Time Off and retirement (2-year vested requirement).

HOW TO APPLY

Please submit cover letter and resume to:

Takija Gardner
Senior Executive Director
Bayview Hunters Point YMCA
TGardner@ymcasf.org