

**YWCA IS ON A MISSION**

## **YWCA Southwestern Illinois Programs Manager Job Description**

**Title: Programs Director**

**Reports to: Executive Director**

**Position Type:  Full Time**

**Part Time**

### **Key Job Function**

The Programs Manager is responsible for planning, developing, implementing, and coordinating various YWCA program in conformance with local, state and federal program requirements. The director position requires a full- time commitment, which may include evening or occasional weekend duties.

Under general supervision from the Executive Director, the position includes grant writing and fund raising, community outreach, development of program from initial concept to implementation stage, program budget, policies and procedures, management of programmatic staff, analysis of program outcomes, communications, analyzing program finances, and reporting.

### **Principle duties and responsibilities**

Working in a collaborative environment, assist with grant writing and fund raising at YWCA on program related areas including concept development, outcome measurements, collaborative relationships, program budget,

Develop and implement program operating policies and procedures for various programs

Assist Executive Director with programmatic staff selection and oversight

Formulate an annual budget for various YWCA Programs. If circumstances result in altered financial situation, plan and implement cost reductions and or arrange for increased programmatic funding.

Plan, develop, schedule and/or provide in service training or professional development for programmatic staff

Ensure that the YWCA programmatic facilitates conform to federal, state, and local requirements

Develop assessment tools (formal and informal) to review performance of various program; make recommendations for policies and procedures to ensure growth and continued development of program and participants; and provide reports to parents, YWCA staff and other entities on program performance, activities and outcome measures.

Coordinate with child protection service agencies to ensure the safety and well-being of children when appropriate.

Maintain collaborative relationships with organizations and other entities to forge strong community partnerships and enhance YWCA programs.

Conduct marketing campaigns to promote various YWCA programs.

Maintain relations with parents and prospective clients, school district personnel and others involved in the delivery of the programs or events.

Maintain active social media presence for various program.

Coordinate the development of budgets, annual fee schedule, procurement of supplies and materials, and expenditure of related expenses.

Review attendance sheets and other programmatic data weekly ensuring adequate staffing for sites.

Ensure that the YWCA program physical facilities comply with local, state and federal laws and are safe and appropriate for participants.

Maintain knowledge of local, state and federal laws regarding safety requirements.

Management of disciplinary process, including documentation in files of any performance related issues.

Conduct site visits twice a month week at each location.

### **Job Requirements:**

- Valid driver's license and reliable transportation.
- State mandated criminal background check.

### **Education Requirements**

- Minimum requirement Associates Degree-- Bachelor's degree preferred

### **Key Competencies**

- Planning and organizing

- Results oriented
- Self-starter with initiative
- Ability to handle details
- Operate under deadlines
- Customer/client focus
- Leadership
- Ethical conduct
- Teamwork
- Customer service orientation
- Communication skills
- Contributes to positive work environment

### **Physical**

The job is based in an office. The position will potentially interact with program participants at various locations in Madison County on a regular basis. The Programs Director will also have to occasionally do some lifting of supplies. Employment at YWCA requires the use of stairs so that physical mobility is required.

The job description for the position of Program Director does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job related responsibilities.

In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate individuals with disabilities. An individual seeking such an accommodation should contact the Executive Director.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at will employer. Employees can be terminated for any reason not prohibited by law.

I understand that I am responsible for the satisfactory execution of the essential functions outlined in this job description, under all conditions previously described.

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**Employee Signature**

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**Date**