



## PHILADELPHIA FREEDOM VALLEY YMCA CAREER OPPORTUNITY

<b>POSITION:</b>	Assistant Program Director, Youth/Achievers	<b>LOCATION:</b>	Rocky Run
<b>PAY RANGE:</b>	\$12.90 to \$16.50/hour	<b>STATUS:</b>	FT Non-Exempt
<b>POSTING START:</b>	November 8, 2017	<b>POSTING END:</b>	November 15, 2017

Imagine going to work knowing that what you do each day positively influences the lives of individuals and families in your community.

Throughout the Delaware Valley, the Philadelphia Freedom Valley YMCA employs more than 5,000 individuals in full time, part time and seasonal positions. Anchored in 20 locations, the Philadelphia Freedom Valley YMCA has the long-standing relationships and physical presence to deliver lasting personal and social change and gives staff the opportunity and flexibility to pursue their careers.

The Rocky Run YMCA is looking for a dedicated individual to serve and their Assistant Program Director, Youth/Achievers.

### **What you'll do:**

- Assist with planning, organizing, implementing and delivery of high quality programs including Youth and Teen programming at the branch and achievers programming in the community and off sites.
- Assist to implement the curriculum and manage off site summer camp.
- Assist with special events in the community to represent the YMCA.
- Coordinate all physical programs held off-site at community development locations, Chester camp.
- Assist with Youth and Government.
- Assist with data collection, lesson plans and departmental materials including evaluations for each program for each session.
- Public service announcements, program marketing, school distribution.
- Inventory of supplies, record keeping and allocation.
- Statistical information monthly or as requested.
- Departmental handbook of policies and procedures.
- Program curriculum and lesson plans consistent with YMCA standards
- Provide leadership in developing partnerships with community organizations to create an awareness and understanding of the programs offered by the YMCA.
- Prospect these agencies for sponsorship, financial support or volunteer opportunities to enhance programs in the community.

### **What you need to succeed:**

- Excellent planning, time management and program development skills.
- Excellent oral and written communication skills.
- Experience in developing programs and implementing new programs that meet community needs.
- Ability to read, write, operate PCs and telephones, and lift and carry 50 lbs.
- Ability to make presentations to members and community organizations.

### **Some benefits and perks of working at the Y:**

Flexible work schedule, a free family membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education and professional training and development.

**How to apply: Send your resume and cover letter to [abeaulieu@philaymca.org](mailto:abeaulieu@philaymca.org)**