

Program Director

Bob Freesen YMCA | Jacksonville, Illinois

Position Type: Full-time, salaried

Reports To: Chief Executive Officer

FLSA Status: Exempt

Typical Schedule: Monday through Friday, 8:00 a.m. to 4:00 p.m.; hours may be shifted based on the needs of members, programs, and YMCA operations.

Position Summary

The Program Director supports the work of the Bob Freesen YMCA, a nonprofit organization dedicated to strengthening community through youth development, healthy living, and social responsibility. Reporting directly to the Chief Executive Officer, this position is responsible for developing, organizing, implementing, and evaluating high-quality fitness, youth sports, adult sports, and community-based programs that meet the needs of YMCA members and the broader Jacksonville community.

Essential Responsibilities

- Oversee the YMCA's fitness class offerings, ensuring classes are well-organized, appropriately staffed, safe, inclusive, and responsive to member needs.
- Develop, organize, implement, and evaluate youth and adult sports programs, leagues, clinics, tournaments, and special events.
- Represent the YMCA through participation in community activities, partnerships, outreach opportunities, and events that strengthen the YMCA's presence and impact.
- Teach members the preferred, safe, and proper use of all strength training equipment, including appropriate form, etiquette, and basic safety practices.
- Recruit, hire, train, schedule, supervise, and support officials, coaches, instructors, volunteers, and program staff in accordance with YMCA standards and expectations.
- Create and maintain program schedules, team assignments, practice schedules, game schedules, class calendars, and facility-use plans.
- Develop marketing and communication materials for YMCA programs, including flyers, digital content, member communications, registration information, and community announcements.

- Maintain clear, timely, and professional communication with members, participants, parents, coaches, officials, staff, volunteers, and community partners.
- Assist in developing, monitoring, and maintaining program budgets for the fiscal year, including revenue goals, expense controls, staffing costs, program supplies, and participation trends.
- Monitor program participation, member feedback, safety concerns, and operational needs to improve program quality and effectiveness.
- Ensure all programs are delivered in alignment with YMCA values, policies, safety procedures, and expectations for quality service.
- Support YMCA special events, fundraising initiatives, and perform all other duties not listed but assigned by the CEO or designated YMCA leadership.

Required Qualifications

- Bachelor's degree or higher in recreation, sports management, exercise science, education, community development, nonprofit management, or a related field.
- Demonstrated ability to lead individuals, teams, groups, classes, or programs in a safe, organized, and engaging manner.
- Demonstrated ability to work effectively with participants of varying ages, backgrounds, skill levels, and ability levels.
- Knowledge of fitness programming, strength training equipment, sports programming, member engagement, and basic program operations.
- Strong communication, organization, leadership, and relationship-building skills.
- Ability to recruit, train, supervise, motivate, and hold staff, coaches, officials, and volunteers accountable to YMCA expectations.
- Ability to create schedules, manage multiple programs at once, meet deadlines, and adapt to changing program needs.
- Ability to work evenings, weekends, and special events as required by program schedules.
- Must successfully pass a background check prior to employment and remain in compliance with YMCA safety and screening requirements.

Preferred Qualifications

Compensation and Benefits

- This is a full-time, salaried position.
- Salary starts at \$39,000–\$42,000 annually, depending on qualifications and experience.

- Benefits include paid time off.
- Benefits include participation in the YMCA Retirement Fund Plan, with contributions beginning at the contribution rate identified in the YMCA's personnel policy.
- Medical insurance is paid 90% by the employer.
- Vision, dental, and life insurance options are available and paid by the employee.
- Previous YMCA, recreation center, fitness center, school, park district, or nonprofit program leadership experience.
- Experience developing youth and adult sports leagues, fitness classes, wellness programs, or community events.
- Current CPR, First Aid, and AED certification, or ability to obtain certification within an established timeframe after hire.
- Experience with marketing, social media, registration systems, budgeting, and program evaluation.

Leadership Competencies

- **Mission Advancement:** Demonstrates commitment to the YMCA's mission, values, and role in strengthening the community.
- **Collaboration:** Builds positive relationships with members, staff, volunteers, families, community partners, and program participants.
- **Operational Effectiveness:** Plans, organizes, budgets, evaluates, and improves programs to deliver a safe and high-quality member experience.
- **Developing Others:** Provides clear expectations, training, coaching, and support to staff, coaches, officials, instructors, and volunteers.
- **Communication:** Communicates clearly, professionally, and consistently across program areas and with diverse audiences.

Work Environment and Physical Requirements

- Must be able to work in a busy YMCA environment that includes fitness areas, gymnasiums, fields, program spaces, and community event settings.
- Must be able to demonstrate or explain proper use of fitness and strength training equipment.
- Must be able to stand, walk, move throughout the facility, lift or move program supplies, and actively engage with participants during programs and events.
- Must be available for a flexible schedule based on program needs, including some evenings, weekends, and special events.

Application Process and Timeline

- Applicants should submit a letter of interest and resume to dcomstock@jacksonvillemca.org.
- The first round of applicants will be reviewed on August 21st.
- A possible second round of applicants may be accepted through August 31.

Equal Opportunity Statement

The Bob Freesen YMCA is an equal opportunity employer. We are committed to creating a welcoming and inclusive environment for all employees, members, volunteers, and program participants.