



## EASTERN MISSOURI FAMILY YMCA BRANCH DIRECTOR

**FLSA Status: Exempt, FTE Benefit Eligible**

**Location: Vandalia, MO**

**Compensation: Commensurate based on experience (range- \$50,000-\$70,000)**

### **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 Branch Director oversees the total operation of a YMCA branch, including membership, marketing, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger, beginning with you. **The Eastern Missouri Family YMCA strictly follows a zero tolerance policy regarding child abuse.**

### **ESSENTIAL FUNCTIONS:**

1. Oversees all day-to-day branch operations, including programs, membership, finances, facility needs, and personnel.
2. Builds and works closely with the branch advisory board.
3. Leads all fundraising efforts, including annual fundraising events, general fundraising, and outreach to members, community partners, and foundations.
4. Leads the Summer Food Lunch programming, including menus, supplies, volunteers, promotion, and compliance.
5. Represents and promotes the YMCA in the community, building strong relationships with local organizations, businesses, government entities, and community agencies.
6. Hires, trains, schedules, supervises, and communicates with all staff across all shifts. Maintains daily interaction with members, guests, and employees.
7. Develops, manages, and monitors the branch operating budget. Reviews financial, membership, and usage reports; evaluates results; and plans for future needs and growth.
8. Oversees all purchasing, accounts payable approval and submission, and forecasts supply, equipment, and replacement needs.
9. Ensures the safety, cleanliness, maintenance, and annual compliance requirements of the facility, grounds, and equipment. Coordinates repairs and secures outside services as needed.
10. Leads strategic planning and develops the annual operating plan, remaining adaptable to address daily operational priorities.
11. Develops and directs high-quality, relationship-based member engagement strategies and models positive interactions in all settings.
12. Develops and coordinates all youth and adult programs, including setup, advertising, volunteers, scheduling, and attendance at the events as needed.
13. Oversees marketing, social media, and internal and external communications to effectively share the YMCA's impact with the community.
14. Serves as a member of YMCA leadership and supports the overall goals and mission of the organization.

15. Host monthly branch advisory board meetings.
16. Participates in monthly Board of Directors meetings in Mexico, MO and provides reports.
17. Performs other duties as assigned.

### SKILLS

- Exceptional Communication and People Skills
- Community Minded
- Operational Effectiveness
- Attention to Detail
- Project Management
- Problem Solving
- Fiscal Management

### QUALIFICATIONS:

- Five or more years of management experience
- Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of branch budget, marketing and public relations, and program development
- Experience in management and development of volunteer involvement
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Ability to think independently and exercise sound judgment
- Proficient in computer systems and technology, with the ability and willingness to learn new programs and skills as needed
- Strong listening skills with the ability to thoughtfully assess situations and respond with professionalism and discretion
- Ability to anticipate organizational needs and proactively plan for operational success
- Proven track record of developing authentic relationships with others
- Ability to establish and maintain collaborations with community organizations

### SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with YMCA policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work.
- Works collaboratively with program line leaders to select and supervise staff in related areas; develops annual benchmarks that address goals and objectives of both the Center and the Association.
- Shares supervision of Administrative Specialist with assigned centers.

### 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 may be required to use a computer and be able to communicate using a computer or electronic devices.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

### SUMMARY OF BENEFITS

- Comprehensive medical, dental, and vision insurance.
- Participation in the YMCA Retirement Fund (401a plan) with employer 5% salary contribution. *(Access to 403(b) tax-deferred retirement savings plan with payroll deduction options)*
- Employer-paid life and accidental death & dismemberment (AD&D) insurance.
- Paid Time Off (PTO) with increasing accrual based on years of service *(4 weeks starting)*.
- Paid holidays (9 recognized holidays annually)
- Complimentary YMCA household membership for active employees and program discounts (including childcare, camps, and activities)

### APPLICATION PROCESS:

Send cover letter, resume and references to [brooke.oliver@mexicoymca.org](mailto:brooke.oliver@mexicoymca.org)  
Interviews to take place in June 2026, desired start date August 3, 2026

**Mexico Area Family YMCA**  
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