



MEXICO AREA FAMILY YMCA PROGRAM DIRECTOR (RECREATION)

FLSA Status: Exempt, FTE Benefit Eligible

Location: Mexico, MO

Reports to: Associate Director

Supervises: Part-Time Staff & Volunteers

Compensation: Commensurate based on experience (range- \$45,000-\$60,000)

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Recreation Program Director at Mexico Area Family YMCA oversees the development and operations of youth & adult sport offerings including equipment management, participation and program delivery and leadership/staffing to deliver high quality recreation opportunities to the community. This position supervises part time staff including officials, volunteer coaches, counselors, afterschool assistants and interns. The Recreation Program Direction works mostly independently and is expected to work reasonable hours in the evenings and on Saturdays when sports are in season.

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.

ESSENTIAL FUNCTIONS:

1. Manages youth and adult sports programs, including developing program budget worksheets; compiling program statistics to monitor and evaluate the effectiveness of and participation in programs; securing, scheduling, and maintaining needed fields and facilities; creating and scheduling activities and events; and maintaining and/or updating and transporting program equipment for games and practices.
2. Manages existing programs and activities, establishes new program activities, and expands programs within the community as needed. Assists in marketing and distribution of program information and manages registration.
3. Assures compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate; ensures that YMCA program standards are met and safety procedures followed.
4. Creates teams; develops and distributes team practice and game schedules; trains and schedules sports officials and coaches; develops and distributes rules, guidelines, and handbooks; purchases and distributes team uniforms and awards; coordinates team photographs; organizes and hosts season parties and events; organizes and conducts sports clinics.
5. Selects and awards "Coach of the Year" award at the annual support lunch.
6. Models relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents and caregivers, and community organizations (e.g., state child care licensing agency, school administration) to maximize program impact and drive overall outcomes; maintains regular,

- clear, and concise communication within area of responsibility.
7. Organizes or participates in Y activities, such as committees, special events, and fundraising.
 8. Teaches PE during 6-week summer camp.
 9. Coordinates out of school sport clinic days.
 10. Assists with Adaptive Recreation programs.
 11. Performs other duties as assigned.

Examples of programs that this position is responsible for:

Included but not limited to: Basketball, Floor Hockey, Golf, Flag Football, Soccer, Tball, Day Camp PE, Tennis, Tumbling, Adaptive Recreation, Pickleball Tournaments, 5ks, Nerf Rentals.

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent experience in organizing large initiatives or managing groups of people.
- YMCA Team Leader certification preferred, willingness to obtain
- One to two years related experience (e.g., supervisor or coordinator of child care programs) preferred.
- Minimum age of 21.
- Within 30 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED.
- Completion of YMCA program-specific training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to safely supervise program activities in a variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- 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 10 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 before July 31, 2026
Interviews to take place on August 11, 2026, desired start date September 1, 2026