

**CALIFORNIA YMCA YOUTH & GOVERNMENT**  
**Job Description**

Title: **Program Director I**

Supervisor: **Rolf Davidson, Associate Exec.**

Salary Range: **\$35,000 – \$48,000**

FLSA: **Exempt/Full Time/Salary**

Effective Date: **June 2012**

**General Function:**

Under the direction of the Associate Executive Director, the Program Director takes primary responsibility for the planning and execution of Model United Nations (6<sup>th</sup>-8<sup>th</sup> grades) and assists in the implementation the Model Legislature and Court (9<sup>th</sup>-12<sup>th</sup> grades). These duties include developing curriculum, marketing programs, training and supervision of volunteer staff, performing administrative duties, and coordinating event logistics. This Program Director position will also be responsible for the development and launch of a new Y&G program currently known as the Local Government program.

Candidate must be personable, energetic, organized, creative, and articulate. Strong computer skills are critical to success in this position. This position requires the following skills - program planning, small group facilitation, volunteer development, creative writing, and public speaking. The position also involves extensive phone and email communications, public relations, logistics, and sales skills.

**Know How:**

This position requires strong communication skills, team-building experience, marketing skills and program planning and development ability.

**Requirements:**

1. Minimum 18 years of age
2. YMCA approved first aid certification
3. YMCA approved CPR certification
4. Valid Driver's license
5. Proficient in Microsoft Office applications
6. Ability to market and promote Y&G programs to non-participating YMCAs
7. Bachelor's degree preferred
8. Candidate must be able to pass YMCA background check.

**Working Environment/Minimum Physical Requirement:**

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations. Position regularly requires the ability to do word processing, data entry, and filing for several hours at a time. Position also involves sitting, bending, leaning and kneeling on an occasional basis. The candidate must be able to lift up to 40 pounds in order to perform essential functions.

All employees working with the YMCA are considered to have a supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Human Resources department prior to beginning the first day of work. Background checks may be updated every three years.

Our Program Operations are headquartered in Sacramento, California. A strong preference will be given to candidates who reside in, or are willing to relocate to Sacramento.

**Effects on End Results:**

This position has a significant impact on the effectiveness with which the YMCA accomplishes its goals and objectives in service to the community; thus, impacting the community's understanding of the YMCA movement. This position projects a positive attitude that enriches the lives of the delegates we serve.

**Essential Functions:**

1. Assists with the operations of all Y&G programs, serves as the conference director of the Model United Nations Program.
2. Recruits, trains, and supervises volunteer staff for the Model United Nations Program.
3. Provide training and support for YMCA Model United Nations delegation advisors.
4. Develops program materials for participants' use at the Model United Nations.
5. Coordinates conference logistics for the Model United Nations
6. Develops marketing materials for distribution to delegations and donors for the Model United Nations.
7. Assist in organization fundraising efforts.
8. Recruits new delegations for the Model United Nations.
9. Supports the mission of California YMCA Youth & Government.
10. Demonstrates the "Character Counts" values of caring, respect, honesty and responsibility in all dealings with participants, advisors, guests, volunteers and fellow staff.
11. All other duties as assigned by your supervisor.

Please submit current resume and three references by June 1<sup>st</sup>, 2012 to:

Rolf Davidson  
California YMCA Youth & Government  
2220 Capitol Ave  
Sacramento, CA 95816

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916-471-0385 fax  
[rolf@calymca.org](mailto:rolf@calymca.org)

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Program Director

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Rolf Davidson  
Associate Executive Director