



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Program Services Director

YMCA Blue Ridge Assembly is a year-round conference center for groups of teens, families and children, and adults. We are located in Black Mountain, NC on 1,200 acres of forested woodland. We provide a welcoming Christian atmosphere for guests and staff to focus on youth development, healthy living and social responsibility. The Program Service Director leads the Program Services team (part of Mission Impact), and facilitates quality and meaningful adventure activities, high and low ropes courses, mountain biking, arts and crafts, outdoor education, nature hikes, family camp, and a host of other programs. This position is led by the Vice President of Mission Impact.

QUALIFICATIONS AND SKILLS

- Minimum of five years of successful staff leadership experience in outdoor education, experiential learning, or recreational programming. Preferred candidate will have five years of YMCA program leadership experience.
- Proven success in youth development, group management, facilitation skills, team leadership, and staff supervision.
- Experience in environmental education, leadership development, and ropes course facilitation; ACCT Certifications Preferred.
- Have a high level of physical fitness and be able to work at heights of 50 feet off the ground.
- Excellent interpersonal skills and a professional demeanor.
- Be comfortable leading groups of various sizes and participants of all ages.
- Bachelor's degree in outdoor leadership, experiential education, recreational management, or relevant field.
- Basic proficiency with computers, including Microsoft Office, and the ability to learn new programs.
- Demonstrate a commitment to the mission, philosophy, and vision of YMCA Blue Ridge Assembly.
- Must be willing and able to work a flexible schedule including weekends, evenings, and holidays.

PRIMARY RESPONSIBILITIES

- Manage and evolve all day to day responsibilities of the Program Services Department. This will include staff sourcing, selection and development, fiscal and resource management, demographic reporting, volunteer development, advancement cultivation, and environmental stewardship.
- Weekly hands-on facilitation of all program structures and in all program areas.
- Hire, supervise and develop all full-time and part-time staff to ensure an empowered and motivated team that provides safe, fun, and meaningful experiences for all.
- Produce weekly program staffing schedule which incorporates full-time, part-time, and "shared" department staff.
- Work with the VP of Mission Impact to enhance current program quality and develop new programs.
- Communicate clearly and professionally with co-workers and groups.

- Assist Assembly with collaborative projects, including in-house conference promotion/coordination/delivery.
- Help to maintain all program areas and trails on the property.
- Provide strategic and tactical leadership within all areas of Program Services department. (Environmental, Administrative, Safety, Training, Crafts, Aquatics, Excursions) Duties within each area may vary but will include assisting in staff preparation, budgeting, inventory and supplies, program quality and innovation.

COMPENSATION AND BENEFITS

- Salary will be commensurate with experience.
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served.
- Free family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

APPLICATION PROCESS

Interested candidates should send their resumes, along with three references, to the HR/Accounting Specialist, Bruno Vandorsee, at bvandorsee@yblueridge.org.

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>