



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

YMCA OF DODGE COUNTY JOB VACANCY

Job Title: Horicon Community Recreation Director
FLSA Status: Full-Time Exempt
Reports to: Associate Executive Director
Revision Date: 10/14/2024

Position Summary:

Under the supervision of the Associate Executive Director, the Horicon Community Recreation Director will supervise all areas related to the city of Horicon Recreation Department. This includes planning, developing, administrating, expanding, and evaluating all programs and services offered by this department.

Located 30 minutes from Madison, Wisconsin, the YMCA of Dodge County has a \$2.0 million budget, an annual campaign goal of \$175,000, and operates in a 16-year-old 65,000 square foot facility with the region's finest indoor water park and Child Development Center. The Y has a strong before/after school program with seven sites located throughout the county. Programs are also driven by strong aquatic programs that includes operating seven community aquatic centers. Our Y continually strives to create new ways of impacting over 23,000 lives annually.

Education and Experience

- ▶ Prefer a Degree in Recreation, P.E., or a related field.
- ▶ Possess current CPR certification, or the ability to attain within 30 days of hire.
- ▶ New Staff Orientation within 30 days of hire.
- ▶ Bloodborne Pathogens training within 10 days of hire.
- ▶ Attend NYSCA or WYSCO Clinician Training program.
- ▶ WIAA Referee Certification recommended.
- ▶ Past teaching experience working with youth and adult.
- ▶ Experience supervising staff, and ability to work independently.
- ▶ Budget development and administration skills preferred. Planning and program development skills helpful.
- ▶ Must hold a valid driver's license, insurable driver's record according to the YMCA's insurance carriers, and have reliable transportation to travel for business meetings, training events, YMCA site visits, vendors, and suppliers, etc.
- ▶ Computer skills needed, particularly with Microsoft Office and email applications, along with ability to learn the internal YMCA software.

Essential Functions

1. Plans, develops, and executes programming for the Horicon School District Recreation Department.
 - a. Youth Leagues - basketball, soccer, t-ball, coaches pitch baseball, baseball, volleyball, football, etc.

- b. Youth Classes – sports development & skills, gymnastics, dance/jazz, bowling, karate, etc.
 - c. Adult Program/Leagues - flag football, karate, open basketball, pickleball, etc.
 - d. Fitness Classes - body pump, cardio kickboxing, step aerobics, abs, etc.
 - e. Teen Classes - teen dances, teen strength and conditioning, etc.
 - f. Enrichment Programs – art enrichment, CPR, first aid, computer classes, environmental classes, technical skill classes.
 - g. Childcare-before and after school care, summer day camp, school's day out programs, etc.
 - h. Summer School Curriculum Classes-summer swim lessons, pottery, archery, art, math, sports camps, etc.
2. Employs staff related to programs being offered; trains, directs, schedules, supervises, and evaluates performance regularly.
 3. Actively solicits and trains volunteers to assist in programming. Does appropriate background checks, etc.
 4. Prepare and administer Horicon School District Recreation Department budget. Produces payroll/salary tracking sheets, and budget corrective action sheets.
 5. Evaluates enrollment, program facilities, equipment and services provided. Adds new programs and drops existing programs when appropriate.
 6. Provides on-going training and assistance to staff and volunteers to assure the highest quality in programming and safety.
 7. Develops, writes, and executes all marketing information materials related to the department.
 8. Other duties as assigned by the Associate Executive Director.

Cause-Driven Leadership® Competencies

- Change Leadership
- Communication & Influence
- Program/Project Management
- Fiscal Management
- Developing Self & Others

Effect on End Result

1. There is evidence of good administrative skills resulting in a competent rating as determined through performance reviews.
2. Annual Recreation Department goals are met.
3. Customer satisfaction is rated high as determined by statistical survey data and program evaluations.
4. Staff are well trained and knowledgeable in YMCA operations programs and services.

Salary

\$58,656 - \$65,000

The YMCA of Dodge County offers a comprehensive health insurance & benefits package, competitive compensation, child care, 10% retirement plan and professional training opportunities. Relocation/moving expense allowance provided.

How to Apply

- Apply by Email: emoore@theydc.org, or
- Apply by Mail to: **Ellie Moore**, 220 Corporate Drive, Beaver Dam WI, 53916-2173

Resumes Accepted Until: 11/22/2024