

## **DIRECTOR of the YMCA Training, Inc. Workforce Development Program.**

YMCA Training, Inc. is a nationally recognized, non-profit job training and employment program, helping low-income adults move from poverty into thriving self-sufficiency. This position is responsible for oversight of the Training, Inc. program, including all program operations and results. The position oversees the Training, Inc. staff, and ensures adherence to the budget. Additional responsibilities include: building and enhancing community, employer, and volunteer relationships. The Director maintains strong relationships with the local Career Centers and other public funding program managers.

### **ESSENTIAL RESPONSIBILITIES/PRINCIPAL ACTIVITIES:**

1. Oversee daily operations including: intake, training, internships, job placements, and retention support
2. Ensure high quality of programming
3. Ensure strong community outreach and intake results
4. Ensure continued strong job placement results
5. Ensure public revenue is secured
6. Manage budget of \$1.2 million and monitor expenses
7. Supervise and support program staff
8. Use metrics and data to analyze and enhance program performance
9. Develop and maintain relationships with new and existing employer partners
10. Initiate projects that will result in increased services, opportunities, and revenue
11. Attend appropriate vendor meetings, employer forums, and YMCA Directors' meetings.

### **EDUCATION AND EXPERIENCE:**

- Experience in workforce development, adult education required
- Experience in program management and staff supervision required
- Bachelor's degree required. Master's degree a plus

### **SKILLS AND COMPETENCIES/KNOW HOW:**

- Knowledge of workforce development required. Knowledge of local workforce development system a plus.
- Knowledge and familiarity working with multi-cultural, low-income adult populations
- Proven ability to manage program operations
- MS Office skills. Comfort and interest in working with data

**Salary: \$62,000-72,000**