



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

COLLABORATION EMPOWER LEARN PROSPER
WE ARE FAMILY
LEARN SUCCEED
THRIVE
CHANGE LIVES
PASSION GROW
YOU MAKE A DIFFERENCE
FLOURISH
GREAT
THRIVE
FOCUS
ON THE
FUTURE
CHANGE LIVES

MISSION PROGRAMS DIRECTOR

STURGEON BAY

SUPPORT OTHERS. FIND YOURSELF.

**WORK
AT THE Y!**

Play a critical role in supporting our communities needs.

The Mission Programs Director is responsible for leading and implementing the YMCA Food & Volunteer Programs and Community Closet.

The ideal Mission Programs Director will be a strategic thinker and have experience implementing processes and aligning resources to contribute to the YMCA's goal to serve all across the county.

Starting Wage: \$19-21 hourly depending on experience and hour commitment

Hours: Weekdays, 40 hrs/week.

Full benefit package available including health, dental and life insurance, time off benefits and retirement package upon qualification. FREE YMCA membership and flexible scheduling.

Will begin screening immediately.
APPLY TODAY!



Working at the Y, you'll **discover more than a job** —you'll enjoy the opportunity to **make a lasting difference** in the lives of those around you. If you are a person who wants more than just a job, who wants your efforts to have an impact on your community and who wants to work in a welcoming and positive environment, then you are someone we'd like to work with us.

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

**GENEROUS
PAID TIME OFF**

**OUTSTANDING
BENEFITS**

FREE

Y Membership
and program discounts

**CHILD
CARE
DISCOUNTS**

Including
Onsite Kid Care
School Age Care
and Day Camp!

IT'S FUN!

There is something new and exciting happening every day at the Y!

**HEALTH
INSURANCE**

A variety of insurance packages are available.

**CAUSE
DRIVEN**

Work with passionate people and help make our community a better place!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Jackie & Steve Kane Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Mission Programs Director**

Job Code: SBCID

FLSA Status: Hourly, Full-time

Job Grade: Grade 8

Reports to: Mission Advancement Executive

Revision Date 9/19/24

Leadership Level: Team Leader

Primary Function/Department: Social Responsibility

POSITION SUMMARY:

The Mission Programs Director is primarily concerned with leveraging the resources of the organization to build and implement significant mission programs of our organization, including food, volunteers, and the community closet. This work focuses on meeting community needs while fulfilling YMCA objectives. Responsibilities include developing resources around community needs by implementing processes to advance the work and align with the most mutually beneficial partnerships to promote community image and connectedness across the county.

The Mission Programs Director will specifically lead the following programs:

-Implementation and growth of the YMCA Hunger Prevention Programs, including the weekday Super Snack program (CACFP) and the Summer Foods Program (SFSP). Duties include strategy and administrative oversight including grant and state reporting, supervision of the (Food Program Coordinator), and coordination of any food related opportunity.

-Solicitation and stewardship of volunteer engagement initiatives. Duties include managing a volunteer database, attracting, training and retaining volunteers, aligning volunteers with needs in the organization, and working among Directors to understand needs and communicate resources.

-Coordination of Community Closet resources. Serve as the primary contact for the Sturgeon Bay Community Closet, working to promote resources and ensure available of supplies. Specific duties include managing inventory, coordinating drives to restock supplies, and working with community partners and our marketing team to connect with those in need.

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. Understand and implement USDA Foods Program requirements in Summer Foods (SFSP) and Child and Adult Care Foods Programs (CACFP). Ensure menus, portion sizes, and distribution methods adhere to the expectations of each program. Identify community sites as distribution areas to grow the impact of the foods program. Coordinate mobile delivery routes, staffing, and communication with each site.
2. Supervise Food Program Coordinator and volunteers in the preparation and distribution of the meals to program sites, ensuring quality meets expected standards. Step in as meal assembly support as needed. Ensure that the Kitchen is remains organized, inventory is well managed, and costs align with budget.
3. Files reports, provide grant support, and establish administrative processes as needed for reimbursement and promotion of the food programs. Identify additional revenue streams to further grow the program.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

4. Solicit, coordinate and collect required documentation and financials for food-related grant submissions and reporting.
5. Continue to develop the volunteer management software, Volunteer Matters, a tracking system for all volunteers. Add/Maintain an online list of volunteer opportunities, capture statistical information, update hours and volunteer contact information including interests, expertise, certifications, background checks, etc.
6. Represent and promote our volunteer program by developing community partnerships. Work to transition volunteers from active to engaged status by providing opportunities and communication pieces that will deepen their relationship and commitment to the organization.
7. Ensure that volunteers receive the appropriate training and support for their position and the Y in general. Work with department heads to develop and update clear position descriptions for volunteer roles; communicate volunteer assignments to department heads.
8. Coordinate all aspects of the Sturgeon Bay Center Community Closet, including inventory oversight, volunteer coordination, communication with members, donors, and stakeholders.
9. Build and nurture relationships with the community. Be a positive spokesperson for the YMCA. Actively participate in community resources, task forces, events, etc. as deemed relevant by the organization. Demonstrate YMCA core values with all staff, volunteers and program participants.
10. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

LEADERSHIP COMPETENCIES:

1. Collaboration
2. Engaging Community
3. Critical Thinking & Decision Making
4. Operational Effectiveness
5. Financial Management

QUALIFICATIONS:

1. Minimum age of 21.
2. Two years of experience managing or implementing processes is required.
3. Associate’s or higher degree is preferred.
4. Excellent verbal and written communications skills, particularly the ability to read, analyze, write, and edit reports according to prescribed style/format and correspond with businesses and community members.
5. Ability to effectively present information and respond to questions.
6. Ability to meet deadlines, as well as the ability to collect data, establish facts and solve problems.
7. Ability to develop and use spreadsheets and standard business software systems.
8. Ability to develop and manage a multi-faceted budget.
9. Obtain CPR/AED for Professional Rescuers and First Aid Certificates within 90 days of hire; keep current.
10. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
11. Complete New Employee Orientation within 30 days of your hire date.
12. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. 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 stand, sit and reach, and must be able to move around the work environment.
3. The employee must occasionally lift and/or move up to 50 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
5. The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s Date: