

University YMCA

Program Coordinator

JOB DESCRIPTION

The University Y is seeking a mission-driven professional to provide leadership on overall program operations and with responsibility in developing new global engagement programs. Building upon a strong and successful foundation, the Program Coordinator will work with the Executive Director, collaborating organizations, volunteer leaders and students programs in designing and delivering quality programs.

THE UNIVERSITY YMCA

The University YMCA has been a vital part of campus life at the University of Illinois since its formation in 1873. The Y plays an important role in developing students into leaders who share a commitment to making our world a better place. The University Y has a proud legacy of responding to community needs and serving as a bridge between the university and community by encouraging faith in action, promoting global engagement, working for social justice and protecting our environment. Throughout our history, we have worked to address campus and community needs by encouraging student engagement in projects and programs that expand their view of the world, deepen their understanding of community, and integrate the ideas, knowledge and skills gained in school by applying them to real world situations.

KNOWLEDGE, SKILLS AND ABILITIES

- A bachelor's degree or equivalent work experience is required.
- Awareness of social justice, faith, international and environmental issues.
- Demonstrated success in program development, managing multiple on-going projects, working with volunteers and project management is required.
- Strong communication skills (written and verbal) are needed including the ability to speak in public, interact with and motivate volunteers, community leaders and staff, and write content for program materials.
- An ability to work collaboratively in a fast-paced team environment.

CORE COMPETENCIES

- **Project Management** – Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.
- **Developing Others** – Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.
- **Innovation** - Participates in the generation, experimentation, and implementation of new approaches and activities that improve and expand the Y's mission and work.
- **Relationships** – Builds authentic relationships in the service of enhancing individual and team performance to support our work.
- **Communication** – Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.

- **Change Capacity** – Leads self and others through change by navigating ambiguity appropriately and adapting well to new situations, obstacles, and opportunities.
- **Values** - Demonstrates in word and action the Y's core values of caring, honesty, respect, and responsibility and a commitment to the Y's mission, in all matters at all times.
- **Volunteerism** - Advances the legacy of volunteer engagement and leadership.

PRIMARY RESPONSIBILITIES

1. Works with program staff to shape and carry out specific programs, recruit and utilize volunteers, organize the preparation and use of materials, and evaluation of programs, including primary administrative responsibility for the development of new global engagement programs.
2. Oversees and coordinates YMCA sponsored events and collaborative events.
3. Provides staff consultation and assistance for student groups housed at the YMCA, including leadership training, building strategic relationships with campus and community organizations, and organizing responses to community issues.
4. Works cooperatively with Univ. Y staff, attend weekly staff meetings, report annually on current students involved in Y programs.
5. Works with Director of Communications to design and produce program communications and to develop social media strategies for reaching and engaging volunteers
6. Evaluate and assess program activities making adjustments and modifications as needed.

STRATEGIC IMPACT

The Program Coordinator reports to and works closely with the Executive Director and the Board of Governors to ensure that there are effective strategies in place to develop the resources necessary to support the programs that fulfill our mission.

SALARY AND BENEFITS

Salary commensurate with experience. Full Benefit package including health, dental, vision, retirement and vacation.

HOW TO APPLY

Please email cover letter and resume with three professional references no later than August 8, 2013 to work@universityymca.org or mail Mike Doyle, Executive Director, University YMCA. 1001 South Wright Street, Champaign, IL 61820. No phone calls or agencies, please. We are an equal opportunity employer.