



**Job Title: TBD “YMCA Generalist”
(Part-Time/Full-time, Non-Exempt/Exempt)**

Prepared By: Senior Director

Department: Administration / Association - Wide

Prepared Date: 04/14/2026

Reports To: Executive Director/CEO

Approved By: Executive Director/CEO

**Salary: \$33.65 - \$38.46/ hourly
\$70,000 - \$80,000/ annually**

Approved Date: 4/14/2026

POSITION SUMMARY

The “YMCA Generalist” is a dynamic, experienced YMCA professional who brings broad, cross-functional expertise to support the overall success of the association. This role is designed for a versatile leader capable of stepping into director-level responsibilities across multiple departments, providing both strategic insight and hands-on execution.

Serving as a trusted partner to the Executive Director and leadership team, this role supports organizational priorities including operations, membership, programs, staff development, and community engagement. This individual helps ensure continuity, strengthen systems, and advance key initiatives while fostering a collaborative, mission-driven culture aligned with YMCA values.

This role requires a high degree of adaptability, sound judgment, and a willingness to lead, support, and execute wherever organizational needs are greatest.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizational Leadership & Support

- Serve as a cross-functional leader supporting multiple departments and stepping into director-level responsibilities as needed.
- Partner with the Executive Director and leadership team to advance strategic priorities and organizational goals.
- Promote a culture aligned with YMCA values, professionalism, accountability, and member service excellence.
- Provide leadership coverage, operational continuity, and decision-making support across departments.

Operations & Administration

- Support day-to-day operations of the association, ensuring alignment with policies, procedures, and best practices; physical presence on-site and regular accessibility is a key requirement.
- Troubleshoot operational challenges and implement solutions that improve efficiency and effectiveness.
- Assist in developing, refining, and implementing standard operating procedures and organizational systems.
- Provide administrative and project support across departments, including special projects and emerging priorities.

Program & Member Experience Support

- Support program development, implementation, and evaluation across departments to enhance participation and community impact.

-
- Reinforce a member-first culture by supporting service delivery, staff training, and member engagement strategies.
 - Assist with front-line operations or staffing support as needed, including evenings or weekends.
 - Regularly scheduled shifts at Member Services required to maintain current knowledge of membership operations and program delivery.
 - Provide back-up support for various programs (including but not limited to youth programs, afterschool, sports coaching, etc.)
 - Help ensure consistent, high-quality experiences for members, participants, and guests.

Staff & Organizational Development

- Support hiring, onboarding, training, and development of staff in collaboration with department leaders.
- Provide coaching, guidance, and support to staff and supervisors across departments.
- Assist with performance management processes, staff development initiatives, and leadership training efforts.
- Model strong relationship-building skills and foster a positive, collaborative team environment.

Projects, Events & Strategic Initiatives

- Lead or support cross-departmental projects, events, and organizational initiatives.
- Assist with planning and execution of internal events, staff trainings, and community or donor engagement activities.
- Conduct research, gather data, and support decision-making for new initiatives and program development.

Additional Responsibilities

- Maintain a high level of professionalism, confidentiality, and sound judgment.
- Support member-facing operations as needed to ensure a welcoming and responsive environment.
- Perform other duties as assigned to support the mission and evolving needs of the organization.

JOB REQUIREMENTS

- Minimum of 5–8 years of YMCA experience or equivalent nonprofit leadership experience, with demonstrated exposure to multiple functional areas (membership, programs, operations, or administration).
 - Experience in a director-level or supervisory capacity preferred.
 - YMCA Team Leader or Organizational Leader Certification preferred.
 - Demonstrated ability to lead across functions, manage competing priorities, and adapt in a dynamic environment.
 - Maintain a consistent schedule, prioritizing regular accessibility for various staff, dept., and organizational needs.
 - Strong interpersonal, communication, and problem-solving skills; ability to build relationships across all levels of the organization.
 - Experience supporting operations, staff development, and organizational systems.
 - Comfortable stepping into both strategic leadership and hands-on operational roles.
 - Proficiency with standard office technology and systems; experience with YMCA systems (e.g., Daxko) preferred.
-



-
- CPR/AED certification required (or ability to obtain within 30 days of hire).
 - Enrolled in CBR required (or ability to obtain within 60 days of hire).
 - Must successfully pass a background check.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Must be able to lift/move a minimum of 50 pounds.

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.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.
