

Title: Vice President – Education, Evaluation, and Training
Reports To: CEO
Branch/ Department: Metro/Admin
Status: Exempt
Revision Date: November, 2011

Position Objective

I. Position Activities

Lead association education programs to include coordinating and delivering effective training and development programs for association; assisting staff with career development planning; track certifications to ensure full educational compliance with all staff.
Work with President and Leadership team to evaluate and implement innovative education initiatives for the YMCA of Greenville.
Implement YUSA Training and Leadership Development Program – building next generation of YMCA leaders
Serve as a key liaison to board volunteers regarding training and support.
Develop annual comprehensive training targets for the association.
Design and implement and maintain an effective staff and volunteer recognition program.
Evaluate and measure association training effectiveness based on greater program participation; membership growth and staff retention.
Track association strategic planning progress each year.
Facilitates (3d party) program/membership satisfaction surveys and articulates the Net Promoter scores for the association staff and board.

II. Planning Activities

Conduct Needs Assessment
Align training and its results to Strategic Plan
Set annual target goals
Evaluate programs and implement improvements
Career Development Planning

III. Problem Solving Activities

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IV. Job Complexity

1.

V. Supervision Activities

Does this position require supervision of other employees? No
If yes, what are their job titles? List the supervisory responsibilities below.

1.

VI. Quantitative Dimensions

Dimension Description	Measurement
Meeting Strategic Plan Goals	Strategic Plan Results achieved
Creative and innovative education programs implemented and evaluated	New programs started and measured; results achieved (greater program participation, membership growth, and staff retention)
Comprehensive training targets set annually	Targets goals achieved
Certifications needs identified and programs implemented	Certifications tracked and program effectiveness measured
Design and implement staff and volunteer recognition programs	Programs created, conducted and evaluated

VII. Physical Demands/Work Environment

Physical Requirements/Essential Functions (ADA compliance): Please check all that apply to this position.

Activity: standing sitting walking stooping running climbing writing
(If more than 2+ hours per day) filing
 crawling squatting bending twisting balancing

Lifting to include: up to 10 lbs. 11-25 lbs. 26-60 lbs. 61-75 lbs. over 75 lbs.
 pulling
 pushing carrying

Environmental cold heat noisy fumes odors mists vibration dust wet

Conditions: &/or humid

Sensory: hearing to converse hearing to use the telephone tasting/smelling talking
 reading distance 1-5 feet reading distance 10-30 feet

Driving: Incidental driver regular driver

Keying: left-hand dominant right-hand dominant occasionally (2-3 hours weekly)
 frequently (2-3 hours daily) continuously (4+ hours daily)

Safety: List specifics

VIII. Skills – Essential and Preferred

Essential Skills	Preferred Skills
Four year college degree required, preferably BS in Business Management.	
8-10 years senior-level leadership/management experience in the YMCA with diverse program background.	
Individual who has achieved success in integrating a high level of leadership accomplishments, business operational experience and educational technical expertise for YMCA training modules and programs.	
Proven abilities in providing educational strategy and leadership in organizational education/training.	
Demonstrated experience in developing/delivering effective, state-of-the-art curricula	
Experience developing effective training materials utilizing a variety of media.	
Must be familiar with YUSA Training and Leadership Development Program – building next generation of YMCA leaders	

IX. Signatures

Partner: _____

Date: _____

**Manager/
Supervisor:** _____

Date: _____

Human

Resources: _____

Date: _____