



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

FREMONT FAMILY YMCA JOB DESCRIPTION (COO)

Job Title: Chief Operations Officer

Status: F/T

Reports to: Chief Executive Officer

POSITION SUMMARY:

This position supports the work of the Fremont Family YMCA (FFY), a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Chief Operations Officer's (COO) role is to ensure the successful operation of all facilities, and provide oversight and direction of programs including: membership, program development, volunteer recruitment, staff supervision, community relations, and collaborations of the Y. The COO will work collaboratively with the CEO and Business Director to prepare and monitor budgets and financial performance.

ESSENTIAL FUNCTIONS:

1. Supervises directors to assure sound operations of each department. Sets annual goals that are reviewed quarterly for each director.
2. Monitors monthly financial reports to assure that revenue targets are met and expenses are controlled within budget.
3. Oversees the operational growth of the FFY through program expansion, member recruitment and retention, pricing strategies, new site development, collaborations, and mergers and acquisitions.
4. Provides strategy and direction to directors in order to accomplish FFY goals, and works with staff groups to develop and implement programs.
5. Fosters a climate of innovation to develop and sustain member-focused programs and leads staff in the planning, development and implementation of new program initiatives and activities.
6. Provides reports to committees, the Board of Directors and the CEO.
7. Provides staff leadership to assigned committees of the Board of Directors.
8. Implements and oversees a program evaluation system to ensure consistency with the Y's cause and standards.
9. Contributes to the annual United Way request by providing program information, tracking progress and providing reports.
10. Performs other duties as assigned and requested by the CEO.



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YMCA COMPETENCIES:

Mission Advancement: Incorporates the Y's mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.

Leadership: Provides supervision to the directors by coaching and by providing overall guidance on expectations and accountabilities. Demonstrates relationship-building skills in all interactions with staff, volunteers, members, and the community.

Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in human services, business, social services or equivalent.
2. Eight or more years of professional experience in the YMCA or operations in another nonprofit preferred.
3. Knowledge and experience in all aspects of operations, including staff supervision and development, membership practices, program development and implementation, volunteerism, facility and property management and financial practices.
4. Understanding the nature and purpose of the YMCA and the respective roles of volunteers and staff.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track record of building authentic, constructive relationships with others.
6. YMCA Organizational Leader certification preferred.



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WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- 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 sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- 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: _____