



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Associate Executive & Day Camp Director

General Functions:

Under the direction of the COO, the selected candidate develops, executes and monitors procedures that are in line with Association standards, protocols, and utilizes the systems and processes that have been developed to ensure continuity throughout the Association. Associate Executive Director responsibilities include facility oversight at Parkwood and complete supervision of all programs and staff that work at the Parkwood branch as well as day camp locations. This position is responsible for Parkwood budget and the growing of all Parkwood and day camp revenue. This position will be responsible for all payroll approval for Parkwood and day camp staff, and will lead all annual campaign efforts. This position will oversee RISK initiatives for Parkwood and will serve as part of the leadership team for the association.

Duties and Responsibilities:

Building A Strong Staff Team

- Hire, train, and develop staff teams (Day Camp staff at three locations and all staff at Parkwood) to serve the needs of our members and to ensure high standards of service that enhance the member experience.
- Directly responsible for day-to-day leadership of day camp staff and scheduling of camp program.
- Oversee all day camp schedules.
- Schedule weekly/bi-monthly staff meetings to support the continued education, training, and development of our part-time leadership staff.
- Provide oversight of all activities, members, staff, and grounds at Parkwood.
- Create a supportive team environment with departments helping other departments as needed.

Growing Our Business

- Develop and implement strategies that support the recruitment of new members and the retention of our current members.
- Explore developing new programs that support the health and wellness of the members and community.
- Achieve monthly revenue goals.
- Develop external partnerships to help drive foot traffic into camp session for the association.
- Increase community awareness and engagement of the YMCA.

Administration

- Accountable for creating a plan to grow day camp enrollment and overall camp engagement.
- Assist with purchasing and tracking inventory of all camp equipment & needs.
- Responsible for following all Association systems and policies related to cash management, refunds, and other matters related to effectively running the business of the Y.
- Accountable for all aspects of on-going training of staff with Active Net, and using the systems and processes created by the Corporate Office.
- Accountable for submitting timely and accurate daily, weekly, monthly, and annual reports required by the Association for membership.
- Oversee and lead Parkwood's annual campaign.
- Abide by all risk related reporting and policy requirements for child abuse prevention including but not limited to: reporting suspicious and inappropriate behavior, quickly responding to violations using organization's progressive disciplinary procedures, following mandated reporting requirements, and educating staff on the organization's commitment to protecting youth from abuse and training staff on how to do it with on-going supervision.

Budget and Finances

- Achieve budgeted expectations for camp program.
- Understand the financial development for all Parkwood operations.

Mission

- Provides leadership for the Annual Campaign in both staff and volunteer recruitment.
- Provide leadership to staff and members as a "story teller" for the Mission work of the Y.

Salary: TBA/Full-time Salary (exempt)

Benefits:

- Medical/Dental/Vision/Life insurance eligibility
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- 15% retirement contribution upon eligibility
- Paid Time Off
- Free YMCA Family Membership

Job Requirements:

- Bachelor's degree in a related field or equivalent.
- YMCA leadership experience preferred.
- Three to five or more years of management experience.
- Facility management experience.
- Excellent communicator; written and verbal.
- Completion of all YMCA trainings within a required time frame.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management. Job descriptions and duties may be modified when deemed appropriate by management.

Deadline: November 16, 2025

Include: Cover letter, resume, and three references

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org