



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Open Position Form

Position:	Executive Director for the First Tee of the Virginia Peninsula
Location:	The First Tee of the Virginia Peninsula
Hours/FLSA:	Exempt
Description:	Under the supervision of the Chief Operations Officer and in harmony with the mission and purpose of the established policies and goals of the YMCA, The First Tee Executive shall be responsible for the overall implementation and successful operation of the program. The Executive will be responsive to the strategic goals of the Peninsula YMCA and develop positive relationships at local school and golf courses to insure program effectiveness and to build the reputation as a youth development program.
Qualifications:	<ol style="list-style-type: none"> <li>1. Bachelor's degree in business, education, public administration, public relations, communications or related field required; equivalent work experience in development preferred; or equivalent experience in a related field.</li> <li>2. Background must include strong skills in human relations, budgeting, sound fiscal management, financial development, program management, volunteer and staff development, committee and board relations.</li> <li>3. Excellent communication skills, both verbal and written.</li> <li>4. Position requires considerable independent judgment to accomplish the goals of the program.</li> <li>5. Ability to successfully prioritize, manage and balance multiple projects.</li> <li>6. Demonstrate a positive approach to problem solving.</li> <li>7. Certification in CPR/First Aid/AED/O2/CAP required within 60 days of hire.</li> <li>8. Complete and maintain required trainings to include: New Employee Orientation (NEO), Bloodborne Pathogens, Child Abuse Prevention (CAP), and Sexual Harassment.</li> <li>9. Satisfactory completion of a criminal background check and Child Protective Services check.</li> </ol>
Additional Notes:	
Reports To:	Chief Operating Officer
Contact:	Davetta Rinehart, Drinehart@peninsulaymca.org
Resumes Accepted Until:	November 4, 2018
Apply:	Apply online @ <a href="#">Peninsula Metropolitan YMCA Employment Site</a>