



Example of Community Center Director Job Description

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Our growing company is searching for experienced candidates for the position of community center director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for community center director

- Collaborate with the Vice President of Technology, Campus Computer Center, and BMCC Library to ensure the coordination of resources
- Recruit, hire, train, develop, schedule, supervise, and evaluate the employees and volunteers
- Lead the Y's presence at community outreach, including learn to swim programs in offsite locations and provide leadership for summer day camp aquatic programming
- Coordinates marketing efforts to maximize enrollments and provides ongoing support to the Executive Director on related issues
- Provide leadership to the branch board membership committee
- Recruit, hire, train, develop, schedule, supervise, and evaluate the Sports department employees and volunteers
- Coordinates marketing efforts to maximize enrollments and provides ongoing support to the Associate Executive Director on related issues
- Hire, engage and develop a team of "best in class" educators to be passionate and committed professionals
- Ensure implementation of approved application (monitor program/budget appropriately)
- Complete necessary reports and submit to state

Qualifications for community center director

- Experience in online learning program development
- Expertise in curriculum development, instructional design, and online pedagogies
- Proficiency in learning management systems and related technologies
- Managerial and supervisory experience in a college setting