



**Position Title: Branch Coordinator, Gbarnga YMCA**

**Employer: YMCA of Liberia**

**Post Location: Bong County**

**Duty Station: Gbarnga**

**About YMCA:**

The Young Men's Christian Association (YMCA) is a nonprofit organization. YMCA programs are mainly geared towards developing young people in the areas of spirit, mind and body. To this target, the YMCA implements programs of youth leadership development, peace building and civic education, health promotion, livelihoods, entrepreneurship training, education and life skills, among others.

**Post Duration:** 2 years, renewable based on performance and availability of funds.

**Supervisor:** Operations Manager, YMCA of Liberia

**Hours:** Full time (100%)

**Total annual salary:** Appropriate for tasks specified

**1.0 Job Description:**

The Branch Coordinator is the team leader and key YMCA focal person in the county. He/She manages YMCA activities in the county, raise resources for implementation, works closely with all stakeholders and provide oversight support for the implementation of activities in the

Local Branch, linking the Local Branch offices with Program and Finance Sections in Monrovia.

### **3.0 Essential functions include, but are not limited to the following:**

- Serve as linkage between Operations and Program Sections to promote the efficient and effective implementation of YMCA activities that meet YMCA's standards for timeliness and quality
- Link all Sections (Finance, Operations & Programs) with counterpart sectional heads in the Local Branch, establishing and implementing clear communications systems
- Identify and trouble-shoot problem areas in programs/activities implementation, in collaboration with relevant project/program staff members
- Collate weekly, monthly, quarterly and ad hoc reports from the Local Branch and provide information for inclusion in project/activity reports.
- Serve as focal person to manage Local Branch staffing issues
- Work with Local Branch Staff and the Local Board to design and implement a recruitment and retention strategy for members
- Work with the Local Board to strengthen the capacity and participation of stakeholders (including HI-Y Clubs, Y-Phalanx, PTAs, local government officials, county authorities, youth groups, local businesses) to actively support and enhance YMCA activities in the Local Branch
- Closely collaborate with partners in designing a strategy and effectively implementing methods to engage community entities in support Local Board of education, leadership, psychosocial counseling, peace building, sports & recreation, social enterprise development and livelihoods programs over the long term

#### **4.0 Qualifications and Requirements:**

- Bachelor's degree or post-secondary degree with a minimum of 2 years experience in project management, especially in complex environments
- Experience supervising staff
- Experience working with community-based organizations, elders, youth, private sector entities, and other local entities.
- Ability to verbally communicate in an engaging manner and write clearly and concisely
- Ability to build effective relationships with all clients, peers, and stakeholders
- Ability to work within a cross cultural setting with tolerance and respect, and negotiate diplomatically,
- Ability to liaise closely with Program and Operations staffs and then provide leadership to on-the-ground staff and partner work teams;
- Experience as an engaging and effective trainer
- Proactive and creative, get the job done spirit;
- Ability to work hands-on, independently, and within team under pressure and in difficult work environment
- Excellent written English and ability to write reports
- Willingness to frequently travel to other Local Branches of the YMCA of Liberia

#### **Reporting and Organizational Relationships:**

This position is located in Bong County, Gbarnga City, Liberia and reports to the Operations Manager. This position will maintain close communication relationships with the Finance and Program Sections as appropriate.

Interested candidates are invited to submit a cover letter, CV with names of contact information of 3 references (cell contact numbers and email address) as well as copies of relevant documents to ascertain education/qualification. The submission of the requested documents should be sent to:

**The Recruitment Committee  
C/O The Human Resource Section  
YMCA of Liberia  
126 Broad Street, Crown Hill  
Monrovia**

Applications can be dropped at the Gbarnga YMCA Youth Center on Ganta Highway and can also be emailed to [ymcalr@gmail.com](mailto:ymcalr@gmail.com)

Deadline for application is Friday May 25, 2018. No application will be received after 4:30 p.m. late applications or Applications which do not meet the specified minimum requirements will not be considered. Only shortlisted candidates will be contacted.

**FEMALES ARE HIGHLY ENCOURAGED TO APPLY**