



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARKVIEW HUNTINGTON YMCA

Job Title: **Sports Director**
FLSA Status: Full-Time Exempt
Reports to: COO

Dept. Code: 31

Revision Date: 07/05/2022

POSITION SUMMARY:

The Sports Director will administer all functions related to YMCA Sports. Current offerings include soccer, basketball, running club, volleyball, gymnastics, cheerleading, pickle ball, intramurals after school, and sports camps. The Sports Director will have a direct focus on recruitment and retention of participants, program development, staff development, safety, community partnerships, and actively promoting and upholding YMCA values in all sports-related activities.

ESSENTIAL FUNCTIONS:

1. Direct and supervise all YMCA sports programs to meet the needs of the community and fulfill YMCA objectives. Establish new program activities and expands programs within the community in accordance with strategic and operating plans. Develop and maintain collaborative relationships with community organizations.
2. Ensure all YMCA programs and personal conduct support YMCA Competencies (see page 2).
3. Secure and schedule programming both on and off site.
4. Recruit, hire, train, develop, schedule, direct, and evaluate sports personnel and volunteers. Develop strategies to motivate staff and achieve goals. Continually seek new and innovative program opportunities.
5. Ensure all paperwork and correspondence are complete, correct and distributed to parents/guardians/coaches in a timely manner.
6. Work with Marketing Director in the marketing and distribution of program information, including the intentional outreach of financial assistance for the under-served.
7. Communicate accurate and timely registration information to Y members, community, and member services team.
8. Purchase and distribute team uniforms and awards.
9. Provide upkeep of assigned program facilities and equipment. Purchase equipment as necessary and within the means of the established budget.
10. Engage in active listening and models relationship-building skills in all interactions with members, volunteers, guests, and staff members in order to build relationships and communicates our cause.
11. Respond to all member and community inquiries and complaints in a timely and professional manner.
12. Assist in YMCA fundraising activities and special events.
13. Ensure that YMCA program standards are met and safety procedures are followed.
14. Willingly performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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 Sports Management, Recreation or related area preferred, or equivalent combination of education, experience, drive, and potential.
2. CPR, First Aid, AED certified within 30 days of employment (employer provided).
3. Ability to manage a project/department budget.
4. Organizational skills necessary to simultaneously manage and complete multiple projects/programs.
5. Background check that meet YMCA standards.
6. Excellent verbal, communication, and interpersonal skills.
7. Must be available to respond to calls and work during “off-hours”, including evenings and weekends.
8. Basic computer knowledge and willingness and ability to learn.
9. Must be able to effectively manage self and others in a fast paced environment.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

- The physical demands required 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name (print)

Employee’s signature

Today’s date: _____