



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SPORTS DIRECTOR

Status: Full Time

Reports to: Branch Director, Mandy Floyd

Department: Sports

Revision Date: June 2021

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### POSITION SUMMARY:

Under the direction of the Branch Director, the Sports Director will supervise, promote, plan, and coordinate all sports programs, sports camps, new member orientations and other departmental activities as required.

### REQUIREMENTS:

1. Must be able to communicate well with others, be a team player, and have good leadership skills.
2. Bachelor's Degree in physical education, recreation, or related field preferred.
3. Minimum two years related experience.
4. General knowledge of YMCA programs and philosophies and understanding of Christian ethics.
5. Ability to work in and resolve conflict situations.
6. Ability to represent the YMCA in a mature and professional manner.

### ESSENTIAL FUNCTIONS:

1. Oversee the operations of all sports programs including youth and adult sports and sports camps.
2. Develops game and camp schedules, organizes team practices, schedules sports officials, distributes rules and guidelines, and creates teams.
3. Assist in promoting the YMCA facilities and program.
4. Assist with YMCA special events and fundraising activities.
5. Recruit, hire and train staff and volunteers.
6. Setup equipment for games and practices.
7. Uphold all safety-related issues at the YMCA facility.
8. Setup equipment for games and practices.
9. Develops and monitors sports budget to fiscal objectives.
10. Setup and coordinate orientations for new members.
11. Build positive relationships with members in the community and apply the YMCA core values of caring, honesty, respect, and responsibility.

## COMPANY BENEFITS:

- Affordable and quality healthcare.
- Long Term Disability and Life Insurance provided at no cost to employee.
- 12% Employer funded retirement plan after two years of service with immediate vesting and the ability to add additional earnings from first day of employment.
- YMCA membership for employee and household members.
- Generous paid time off package.

## YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's 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.

## EFFECT ON END RESULTS:

Steady growth on retention of participants in all sports program.

Assure clean and well-maintained equipment and facility.

Maintain a high morale of staff, volunteers, and participants.

We understand and mutually accept that the above job description represents our agreements as the job to be performed.

## SIGNATURE:

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_