



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CROSSROADS YMCA JOB DESCRIPTION

Job Title: **Sports Director**

FLSA Status: Exempt

Status: Full-time

Reports to: Branch Executive Director or  
Associate Executive Director

Department: Sports

Revision Date: 6/1/15

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA program(s).

### ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
8. Assists in YMCA fund raising activities and special events.
9. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. May assist with Program Committee meetings.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
12. Performs other duties as assigned.

### YMCA COMPETENCIES (Team Leader):

***Mission Advancement:*** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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 related field or equivalent.
2. One to two years related experience preferred.
3. Minimum age requirements may apply; for example, minimum age of 21.
4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific certifications.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

- The physical demands described here 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.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

**SIGNATURE:**

I have reviewed and understand this job description.

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

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

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

---

**PROGRAM SPECIFIC DUTIES**

*Youth/Adult Sports*

- Secures and schedules athletic fields and facilities.
- Organizes and conducts parent orientation meetings
- Organizes and conducts coaches training and meetings.
- Creates teams from paid and financially assisted registrations.
- Develops and distributes team practice and game schedules.
- Trains and schedules sports officials.
- Develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards.
- Coordinates and distributes team photographs.
- Organizes and hosts season parties and events.
- Transports and sets up equipment for games and practices.
- Monitors and purchases necessary sporting equipment.
- Organizes and conducts sports clinics.