



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: Senior Program Director - Sports
FLSA Status: Exempt
Status: Full Time
Reports to: Executive Director

Department: Sports
Revision Date: 1/2019

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. Under the guidance of the Branch Executive, the Senior Program Director - Sports is responsible for the organization, delivery, and quality of YMCA program(s) to the membership, program participants and community. Furthermore, the Senior Program Director - Sports is responsible for the development, management, supervision, and coordination of sports programming for all youth and adult. This position will also lead the Association wide Sports Cabinet. This position works independently under general direction and is expected to determine how to accomplish tasks.

ESSENTIAL FUNCTIONS:

1. Plans and implements programs, leagues, camps, clinics and classes which may include but are not limited to:
 - a. Creating teams/rosters from registrations, organizes and conducts parent orientation meetings, and coach training and meetings.
 - b. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks for coaches and parents.
 - c. Ensure the safety of all children through implementing best practice in areas of risk management and child abuse prevention policies.
 - d. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
 - e. Organizes and conducts summer camp clinics with camp participants
 - f. Organizes sport lessons for skills and drills for both youth and toddlers age groups
 - g. Assists in the marketing and distribution of youth sports program information, and organizing and scheduling program registrations.
 - h. Supervises program activities to meet YMCA objectives.
 - i. Expands youth sports program within the community in accordance with strategic and operating plans.
 - j. Responds to all member and community inquiries and complaints in timely manner.
2. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment within budget guidelines.
3. Hired, trains and supervises assigned program staff and volunteers including but not limiting to ensuring adherence to work schedules, monitoring staff performance and ensuring staff follow policies and procedures.
4. Develops and maintains collaborative relationships with community organizations.
5. Assists in YMCA fundraising activities and special events.
6. Leads the Association's Sports Program Cabinet to ensure consistent development and delivery of high quality programming and procedures as well as development of new programming and initiatives.
7. Monitor and evaluate the effectiveness of programs, compile program statistics and set goals.
8. Follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards.
9. Accept additional assignments as deemed appropriate, within the scope of the job description.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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 Degree in Physical Education, Recreation Management or related field.
2. Three to five years' experience in program development, fiscal management, and staff development preferred as well as strong communication and interpersonal skills to successfully communicate and work with staff and volunteers.
3. Must be able to lead others to action in a positive and favorable way.
4. Excellent interpersonal, communication, and problem solving skills.
5. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
6. Proficiency in Microsoft Office and ability to quickly learn other software programs
7. Schedule: Available to work evenings and most Saturdays

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

Certifications required within 30 days of hire: CPR/AED & First Aid. Redwoods trainings required prior to the start of employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____