



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Program Director – Sports, Family & Recreation Director**

Status: Full Time Exempt

Department: Sports & Recreation

Reports to: Senior Director of Member and Program Experience

Revision Date: June 3, 2024

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. The Sports and Recreation Director oversees the development and operations of the overall sports and recreation program and each program site, ensuring the program meets its intended goals. The Sports, Family and Recreation Director maintains high-quality YMCA sports and recreation programs including youth and adult sports and develops new recreational programming including clinics and camps to bridge gaps within our community and tristate area. In addition, this position creates opportunities for fun, safe and positive activities with intentional interactions to help our community's Families grow and thrive.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

ESSENTIAL FUNCTIONS:

1. Manages, directs, and coordinates youth/adult sports and recreational programming including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in the program; securing, scheduling, and maintaining the needed facilities and equipment; creating and scheduling the activities or events, and maintaining program records or files.
2. Implement youth, adult, and family sports and recreation programs and events that promote the retention of existing members and engagement of new members while impacting our community is a positive way.
3. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
4. Oversees and creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
5. Oversees, develops, and distributes team practice and game schedules; hires 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 seasonal parties and events, promoting healthy eating and good nutrition.
6. Organizes and conducts sports and recreational clinics and camps.
7. Assists in the marketing and distribution of youth sports program information may organize and schedule program registrations. May review and process program scholarship applications.
8. Develops and maintains collaborative relationships with community organizations.
9. Assists in YMCA fundraising activities and special events.
10. Responds to all member and community inquiries and complaints in a timely manner.
11. Participants in the Advisory Committee meetings.
12. Performs other duties as assigned.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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YMCA COMPETENCIES (Team Leader):

- Critical Thinking and Decision Making
- Program and Project Management
- Communication and Influence

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. Two- Five 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.

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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate and at times loud.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature