

Grand River Area Family YMCA



Sports Director

Job Description

Position Summary:

Under the supervision of the Program Director, consistent with the Christian mission of the YMCA, the Sports Director is responsible for developing, organizing and implementing high quality sport programs.

Essential Functions:

1. Directs and supervises program activities to meet YMCA objectives. Expands youth sports program within the community in accordance with strategic and operating plans.
2. 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.
3. Develops, organizes, delivers and administers sports leagues, tournaments, recreation programs, activities and awards for assigned branch.
4. 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.
5. Actively researches new sports programs and activities targeted toward youth and adults.
6. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings and training and meetings for coaches.
7. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
8. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
9. Organizes and hosts season parties and events, promoting healthy eating and good nutrition.
10. Organizes and conducts sports clinics.
11. Develops and monitors program budget to meet fiscal objectives.
12. Participates in the development and analysis of the branch annual budget.
13. Assists in the marketing and distribution of youth sports program information, organizes and schedules program registrations. Reviews and processes program scholarship applications.
14. Develops and maintains collaborative relationships with community organizations.
15. Assists in YMCA fund raising activities and special events.
16. Responds to all member and community inquiries and complaints in timely manner.
17. Assists with program committee meetings.

Grand River Area Family YMCA



18. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
19. Attends training that may be deemed necessary.
20. Performs other duties as assigned.

Requirements

Qualifications: *Required*

- Bachelor's degree in related field or equivalent.
- Minimum of two (2) years' experience developing, implementing, scheduling and evaluating varied sports recreation programs.
- Minimum of one (1) year of supervisory experience.
- Completion of YMCA program-specific certifications.
- Availability to work evenings and weekends.
- Strong organizational skills and the ability to manage sports recreation program activities at multiple sites.
- Knowledge of sports and rules in sports recreation program activities.
- Strong program-solving and analytical skills.
- Excellent interpersonal communication skills and the ability to build community relationships.
- Basic skills in Microsoft Outlook, Word, Excel.
- CPR/First Aid/AED certifications (within 30 days of hire).
- Ability to work as a team member.
- Ability to handle multiple tasks and complete assignments in a timely manner while ensuring a high level of accuracy.
- Must be able to work with diverse situations, prioritize work requests and work independently.
- Proven ability in the recruiting of staff and volunteers.
- Have knowledge and ability to work in and resolve conflict situations.

Salary

- \$27,000-\$32,000