



# UNION COUNTY FAMILY YMCA

## Job Description

Job Title: **Sports Director**

Job Code: (unique to Y)

FLSA Status: Exempt

Job Grade: Team Leader

Reports to: Chief Executive Officer

Revision Date: 04/14/2025

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### POSITION SUMMARY:

We are looking for an individual who develops, organizes and implements high quality Youth, Family, and Teen sports program(s) at the Union County Family YMCA. This position will be responsible for increasing the youth sports leagues participation into a more robust program, as well as creating new youth and teen sports programs for our community to benefit from. This Cause Driven Leader must be willing to think outside of the box and create new exciting programs for our families to enjoy together across multiple age groups. We are also looking for a self-motivated individual who is willing to take direction and run with the possibilities. This position is responsible for the youth sports staff teams.

### ESSENTIAL FUNCTIONS include the following, other duties may be assigned:

1. Thinks, communicates and behaves as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors; promotes youth development, healthy living, and social responsibility in all job-related functions.
2. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Will provide staffing support for programming as needed.
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. Will organize and schedule program registrations. Will review and process program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and manages program budget to meet fiscal objectives. Maintains inventory and recommends purchases as needed. Ensures all sports equipment is in good working order.
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 (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. Participates in branch wide meetings and trainings.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in sports programs.
12. Promotes YMCA Sports Programming in our community.

### SUPERVISORY RESPONSIBILITIES

Directly supervises up to 10 program staff. Carries out supervisory responsibilities in accordance with YMCA's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **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. Must be at least 21 years of age, and hold a bachelor's degree in related field or equivalent and have at least two years of related experience; or equivalent combination of education and experience.
2. Passionate belief in the Y's cause of nurturing the potential of all youth, supporting healthy living for all people and finding ways to help and support our neighbors.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Must complete state-mandated concussion training immediately and keep certification current (renews every 3 years).
5. CPR, First Aid, AED certification must be obtained within 90 days
6. Listen First training must be completed within 6 months
7. Completion of YMCA Team Leader certification within 12 months

## **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. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_