

KOSCIUSKO COMMUNITY YMCA

Job Title: **Director of Sports and Recreation**

FLSA Status: Exempt

Reports to: Director of Operations

Position Summary:

Embraces the community-strengthening cause of the YMCA and promotes it in all job-related functions. Oversees the development and operation of programs including youth sports, adult sports, sports and recreation programming, Corporate Challenge and teen programming. This friendly, observant person needs to be an authority figure who isn't intimidated when facing confrontation, but does it in a compassionate, respectful, and creative manner. Evenings and weekends are required by this position. Thinks, communicates and behaves as a cause-driven leader and a role model for other staff and members while focusing on the YMCA core values: honesty, respect, responsibility and caring.

Essential Functions:

1. Recruits, hires, trains, develops, schedules, and directs sports and recreations staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
2. Organizes and conducts Corporate Challenge events and assists the Director of Healthy Living with corporate wellness activities throughout the year.
3. Responsible for supervising and training Gymnastics and Cheer Program.
4. Strong advocate and promoter of teen programming. Responsible for implementing and maintaining programming that targets teens. Programming that helps teens become active, engaged and thriving members of the community.
5. Secures facilities for programs and develops collaborative relationships with community youth-serving institutions, including schools, youth agencies, parks and recreation, and service clubs.
6. Creates teams and develops and distributes team practice and game schedules for youth and adult sports; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks. 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.
7. Organizes and conducts sports clinics. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
8. Officiates and instructs as needed.

YMCA Competencies (Team Leader):

Mission Advancement: Models and teaches the Y's 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 preferred.
2. One to two years related experience preferred.
3. Certifications: CPR and First Aid Trainer Certified
4. YMCA Team Leader certification within three years.
5. Experience in teen programs, including program development, volunteer supervision and specialized program areas such as a service-learning, group work and youth leadership development preferred.
6. Experience with computers including word processing and database software.
7. Ability to train sports instructors, coaches, referees, site supervisors and teen staff.
8. Demonstrated knowledge and experience in the recruitment, training and supervision of professional staff and volunteers.
9. Bilingual (English & Spanish) preferred.

Physical Demands:

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

Signature, Director of Sports and Recreation

Date

Revised March 2019