



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF MARQUETTE COUNTY- YOUTH AND SPORTS DIRECTOR

Job Title: **Youth and Sports Director**

FLSA Status: Exempt

Reports to: CEO

Supervises: All sports program related staff

POSITION SUMMARY:

This position is responsible for building positive relationships with families, staff, children and the community. The Sports and Youth Director directly oversees the youth and adult sport programs as well as all of the youth specific areas. The Sports and Youth Director will assume accountability for the planning, development, promotion, supervision and operation of the sports and youth department. The programs offered will be directed towards the needs of the community and in accordance with the purpose and goals of the association.

ESSENTIAL FUNCTIONS: Sports

Knowledgeable of all YMCA programs, facilities, fees, policies and financial assistance programs.

- 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.
- Updates and maintains all sports registration forms and information in Daxko
- Directs and supervises program activities to meet YMCA objectives. Expands youth sports program within the community in accordance with strategic and operating plans.
- 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.
- Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
- Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks
- Purchases and distributes team uniforms and awards
- Organizes and hosts season parties and events, promoting healthy eating and good nutrition
- Organizes and conducts sports clinics
- Develops and monitors sports program budget to meet fiscal objectives.
- Assists in the marketing and distribution of youth sports program information, may organize and schedule program registrations. May review and process program scholarship applications.
- Develops and maintains collaborative relationships with community organizations.
- Assists in YMCA fund raising activities and special events.
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner
- May assist with Program Committee meetings
- Exemplify the YMCA mission and values of honesty, caring, respect and responsibility in all aspects of job performance and interactions/relationships with others
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program
- Performs other duties as assigned



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- Admin: Processing/ tracking paperwork, Facility schedules, Facility rentals, Daxko competency, MOD shifts

ESSENTIAL FUNCTIONS: Youth Areas

Knowledgeable of all YMCA programs, facilities, fees, policies and financial assistance programs.

- Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed.
- Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.

Youth and Family:

Days off/Snow Days/ Winter Break and Spring Break Camp

- 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.
- Updates and maintains all camp registration forms and information in Daxko
- Assists in marketing and distribution of camp program information, may organize and schedule programs registrations
- Develops and monitors youth and family program budget to meet fiscal objectives.
- Purchase program supplies and equipment and maintain an up-to-date inventory
- Organize and lead monthly staff in-services and trainings. Ensure all policies are up to date and staff understands them
- Maintain open communication between staff and our members to ensure high quality programming
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner

Groups/Rentals

- Responsible for YMCA Rentals and Groups
- Assist in tracking and monitoring of monthly billing for groups
- Organizing existing and new groups and rentals needs
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner

Community Events

- Coordinates special events and activities.
- Help secure event sponsor
- Recruit and train all volunteers
- Order all supplies needed for specific events
- Organize all vendors
- Assists in marketing and distribution of special event program information
- Help coordinate event day set up and take down

Youth and Member Services:

Tot Watch/Kids Gym/Youth Center

- 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.
- Help oversee monthly bank drafts, scheduled or declined



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- Develops and monitors youth and member services program budget to meet fiscal objectives.
- Purchase program supplies and equipment and maintain an up-to-date inventory
- Organize and lead monthly staff in-services and trainings. Ensure all policies are up to date and staff understands them
- Maintain open communication between staff and our members to ensure high quality programming
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to improving lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

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.

QUALIFICATIONS:

1. Minimum age of 21.
2. Bachelor's degree in a related field or equivalent experience and/or training.
3. One to two years of sports administration
4. The ability and background to work with children is necessary.
5. CPR/AED and First Aid certifications required or the ability to obtain within 60 days of hire.
6. Previous supervisory experience.
7. Good organizational, verbal, written, communication & presentation skills.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
9. YMCA or not-for-profit experience

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions and to supervise and participate in program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
Ability to lift and/or move up to 25 lbs. as required.



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I have reviewed and understand this job description.

Signature: _____

Date: _____

CEO: _____

Date: _____