FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MARSHALL AREA YMCA

Job Title: **Director of Youth & Adult Sports**
Status: Part-Time Hourly, Non-Exempt
Wage Range: $18-$23 per hour
Reports to: CEO

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. Develops, organizes and implements high quality, member-focused YMCA youth and adult sports programs. Director is responsible for but not limited to: managing program operation, development and growth, participant experience and satisfaction, member and staff retention and safety, staff supervision, onboarding, training, and coaching.

ESSENTIAL FUNCTIONS:

- Directs and supervises youth and adult sports program activities to meet the needs of the community and fulfill YMCA objectives.
- Establishes new program activities and expands programs within the community in accordance with strategic and operating plans.
- Develops and maintains collaborative relationships with community organizations.
- Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Develops and maintains collaborative relationships with community organizations.
- Conducts and ensures proper maintenance of relative program equipment. Secures and schedules program facilities.
- Provides customer-obsessed service to all team members, members, and program participants.
- Develops committed relationships. Shares knowledge of programs, events and resources with members and participants throughout the facility and within the community when representing the YMCA.
- Conducts and schedules youth and adult programs, leagues, and tournaments.
- Assists in the marketing and distribution of program information.
- Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- Performs other duties as assigned.

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. Associate's degree in related field or equivalent is preferred.
2. Minimum 2 years of related experience required.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Excellent interpersonal, communication, and problem-solving skills.
5. Able to work independently and with minimal supervision. Organized and detail oriented.
6. Must be able to work flexible hours including evenings, weekends, and holidays.
7. Ability to respond to safety and emergency situations.
8. Complete New Employee Orientation which includes but is not limited to Child Abuse Prevention, CPR; First Aid; AED and Bloodborne Pathogens.

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 of position and to supervise program activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name	Employee's signature	Date
Supervisor's name	Supervisor's signature	Date