



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA OF SAN JOAQUIN COUNTY**

Job Title: **Sports Director**

FLSA Status: Full-Time (Non-Exempt)

Reports to: CEO

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### **POSITION SUMMARY:**

Develops, organizes and implements high quality sports programs.

### **ESSENTIAL FUNCTIONS:**

1. Directs and supervises Sports program activities to meet YMCA objectives.
2. Hires, trains, and supervises staff for all assigned programs.
3. Expands sports program within the community in accordance with strategic and operating plans.
4. Secures and schedules athletic fields and facilities.
5. Plan and enact a marketing campaign for sports programs.
6. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment, t-shirts, and/or jerseys and other supplies as budget permits.
7. Creates teams from paid and financially assisted registrations.
8. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
9. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
10. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
11. Organizes and conducts sports and coaches clinics.
12. Ensures high quality family-focused programs through incorporation of YMCA Four Values and family involvement in programs.
13. Organize and schedule program registrations.
14. Develops and maintains collaborative relationships with school districts, city agencies and other community organizations.
15. Assists in YMCA fund raising activities and special events.
16. Plans and enacts team sponsorship program.
17. Responds to all member and community inquiries and complaints in timely manner.
18. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

### **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. 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. Associates degree in related field or equivalent.
2. Two to three years related experience preferred.
3. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
4. Completion of YMCA program-specific certifications and team leader certification 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.