



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

THE FAMILY YMCA- JOB DESCRIPTION

Job Title:	Sports, Youth and Family Program Director	Schedule:	40 hrs. weekly
Job Type:	PT/FT (up to full time TBD)	Job Code:	08010000
FLSA Status:	Non-Exempt	Salary Range:	\$18.27 – 23.08/hr DOE
Reports to:	Director of Communications and Stewardship	Revision Date:	November 2022

POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the Communications and Stewardship Director and will be responsible for the administration, development, budgeting and marketing of the Y's youth, adult, family and sports programs, special events and operation of the gymnasium in cooperation with other departments. Responsibilities include continuous high-quality customer service, which includes, but is not limited to meeting internal and external customer needs, and for presenting a positive attitude toward the YMCA, its staff and programs, and the community.

KEY AREAS OF RESPONSIBILITIES:

Sports programs - Seasonal

- Market, maintain, and fine tune existing programs;
- Set up department programs in current program management software;
- Evaluate and make a report-out of executed programs;
- Hire coaches and volunteers for programs;
- Approve time in current staff payment organizing software;
- Collaborate with LAPS and LAC for program space;
- Create rosters and game schedules;
- Effectively and timely respond to members and program members questions and concerns carrying the Y voice;
- Approve, update and administer the sports and program website and the schedule;
- Communicate with welcome center for updates in regards to programs;
- Maintain and purchase gear for programs;
- Connect with the community and adjust develop new programming to stay relevant and grow the department;
- Articulate and promote the mission and demonstrate the YMCA core values of caring, honesty, respect, responsibility; articulate this difference when appropriate to customers and partners;
- Represent the Y throughout the community; attend staff meetings and other meetings and trainings as required; maintain a professional appearance and manner reflective of YMCA standards

Sports programs – Continuing

Above responsibilities where it applies and;

- Act as board member for JRDA;
- Support in program special events (belt testing, performances)

Sports programs – Administrative

- Track all volunteer hours and report to the director of Communications and Stewardship;
- Variance report for the SYFP to the Finance director;
- Participate in biweekly admin meetings;
- Head the Membership and Programs committee;
- Create monthly department reports and report to the director of Communications and Stewardship;
- Set the annual budget;

Special events

- Senior Appreciation Night; act as fiscal agent; organize carnival in the YMCA gym;
- Act as chair and head organizer in the event committee for Firecracker 5k fun run
- Birthday parties
 - Assist in annual campaign fundraising; Golf tournament; Gala

KNOWLEDGE/EXPERIENCE:

Education: Four-year degree in a related field preferred and/or equivalent job experience.

Experience: Experience working with all age groups preferred. Must be highly motivated, possess strong organizational skills and be willing to work as part of a team. Must be at least 21 years old with a valid Driver’s License. Must be able to pass a background check. Must have experience and competency with Microsoft office (Word, Excel, Power Point and other programs). Desired: Budget and program administration experience; marketing experience; program development;

Must have the ability to:

- Pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed;
- Supervise others;
- Work a flexible schedule, including week nights (occasional weekends as required);
- Plan and organize work in a timely manner to meet deadlines;
- Develop and coordinate well-supervised, high-quality programs;
- Exercise mature judgment and sound decision making;
- Communicate effectively both orally and in writing; and,
- Learn, follow and enforce local Y and national guidelines related to internal policies.

Physical Requirements:

- Lift 40 pounds using proper technique;
- Must be able to safely operate a motor vehicle;
- Must have adequate vision to review documents and computer screens and adequate hearing to respond to members and interact with the public.

Desired End Result: The Sports, Youth and Family Programs Director will present a competent and positive image of The Family YMCA through the professional and safe management of the youth, adult, family, sports, climbing wall and adventure programs, quantified by completion of the key areas of responsibility and continuous improvement of systems.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

COMPENSATION:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Director Communications and Stewardship and Finance.

JOB DESCRIPTION REVIEWED & UNDERSTOOD:

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Employee Signature: _____ Date: _____
