



## Director of Sports

Tom A. Finch Community YMCA

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**Title of Position:** Director of Sports  
**Reports to:** Senior Director of Youth Development  
**Classification:** Salaried

### Primary Responsibility

Under the supervision of the Senior Director of Youth Development and in conjunction with other staff directors, the **Director of Sports provides leadership to all aspects of sports programming and related functions.**

**The scope of responsibilities includes, but is not limited to:**

- Directs the overall sports program operations, ensuring proper implementation of programs and activities.
- Recruits, hires, trains and assist professional development of program staff through coordinated training.
- Recruits, hires, train, and supervise volunteer coaches, referees, and sponsors for sports programs.
- Purchases all equipment necessary to operate sports programs.
- Assumes responsibility for maintaining safe and visually appealing athletic fields.
- Works in conjunction with the Director of Marketing to develop and distribute marketing and registration materials for sports programs.
- Evaluates the delivery, effectiveness and quality of sports programs.
- Develops and monitors sports program budget ensuring fiscal stability.
- Seeks and develops community collaborative opportunities.

### Other Major Responsibilities

**Youth Development:** Helps to develop new programming under the youth development area of focus.

**Committees:** Serves on volunteer led committees as assigned.

## **Qualifications**

### **Education, Training and Experience**

- Possess a bachelor's degree from a four-year college or university in business, exercise science, health, recreation, education or related field.
- Two years' experience in developing and managing athletic/sports programs with fiscal accountability.
- Experience with staff and volunteer supervision, program marketing and delivery, fiscal management, public relations, community involvement.

### **Knowledge, Attitude, Skills, and Habits**

- Ability to articulate the YMCA mission.
- Proficiency in supervising and motivating subordinates.
- Commitment to excellence and high standards.
- Excellent written and oral communications skills.
- Basic competence in subordinates' duties and skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Ability to handle multiple projects and meet deadlines.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Ability to make timely and sound decisions using good judgment.
- Effective financial management skills.

### **Physical Abilities**

- May be required to sit for extended periods of time while demonstrating manual dexterity in order to accurately work on the telephone, computer, and other equipment.
- Must possess auditory, verbal, and visual capabilities to adequately communicate by telephone and in person.
- Must be able to participate in and accomplish physical labor, and to lift 50 lbs.
- Must be able to work outside in all types of weather.

### **Disclaimers**

- Must complete successful criminal background check and drug screen.
- All the above duties and responsibilities are essential job functions subject to reasonable accommodation. The YMCA promotes an equal opportunity workplace that includes reasonable accommodation of otherwise qualified applicants and employees.
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by their supervisor. Job descriptions and duties may be modified when deemed appropriate by the Senior Director of Operations or Chief Executive Officer.