



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE:	Recreation Supervisor-Sports Director	DEPARTMENT:	07-Sports
STATUS:	Full-time, Exempt	REPORTS TO:	79C
REVISED:	A Um&%	BRANCH:	5ggcVUjcb

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. This position will administer, supervise and develop age appropriate sports programs and facility services for members and participants.

QUALIFICATIONS:

- Completed college course work with a degree in education, recreation or related field or minimum 3 years of equivalent work experience, preferred.
- Additional experience preferred: staff supervision and volunteer management, collaborations with outside organizations; program marketing and growth; sports field management.
- Certifications that must be obtained and maintained within first 90 days: CPR, AED , First Aid , Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position; including leading classes, walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to all elements of weather and loud facilities.

ESSENTIAL FUNCTIONS:

- Direct day-to-day operations of assigned programs including, but not limited to: youth sport leagues (flag football, soccer, volleyball, basketball, and baseball), developmental classes, adult sport leagues, tournament rentals, home school programs and sports camps.
- Provide leadership in strategy building that will enhance and grow programs and services, for assigned areas.
- Recruit, hire, train, evaluate, and supervise assigned staff and volunteers in accordance with Association Human Resource procedures and policies. Provide development and leadership to all staff and volunteers to insure program quality is achieved.
- Ensure sufficient staff-to-participant ratios for assigned programs and personally cover shifts if necessary.
- Align with Association Marketing standards and procedures to promote programs and services to target audience within the community.

- Develop, manage, and monitor program budget in accordance with Association Finance Department procedures and policies.
- Work in tandem with program staff in planning gym schedules to insure best use of facilities.
- Promptly respond to all emergency situations by adhering to the current emergency procedure guidelines and participate in 'Manager on Duty' schedule.

YMCA COMPETENCIES (Team Leader):

Advancing Our Mission & Cause

- Ensures programs and services meet community needs.
- Seeks to understand and support change efforts.
- Intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.
- Participates in the Y's fundraising efforts.
- Works with volunteers to create meaningful and relevant roles that impact the community fulfill their personal purpose, and build commitment to the cause.

Building Relationships

- Identifies and builds relationships with internal and/or external partners or key stakeholders to support programs or projects.
- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Maintains regular, clear, and concise communication within area of responsibility.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Addresses behaviors and practices that do not support inclusion in positive and equitable ways.

Leading Operations

- Gathers relevant, valid data to make appropriate decisions.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.
- Seeks input from key stakeholders (including staff, members, and the community) to develop or improve a program or project.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- On-boards and develops staff and volunteers for success.
- Provides staff and volunteers with the support, time, tools, and resources necessary to set, meet or exceed goals.
- Addresses sensitive issues, inappropriate behavior, or performance concerns to help the other person grow.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.

- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor. Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date