



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: Sports Director
FLSA: Exempt – Full-time
Work Schedule: 40 hours/week

Reports To: Operations Director
Work Location: North Area Family YMCA

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Operations Director, the Sports Director will oversee develop and administer all facets of sports programming and facilities at the North Area Family YMCA to include youth and adult sports, special events, camps, clinics and tournaments. The incumbent will be accountable for the implementation and administration of sports program development, promotion and marketing, staff & volunteer supervision and development, fiscal management, financial development, facilities management and membership growth and retention. The incumbent will assist the Y in its goal to strengthen our community and promote positive changes in the areas of Youth Development, Healthy Living and Social Responsibility.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

Program Development, Promotion and Member Retention:

- Create, develop, implement and evaluate dynamic sports programs that meet the Y's objectives and are responsive to the community needs. Establish new program activities and expands programs within the community in accordance with the branches strategic and operating plans.
- Develop, manage and implement sports programs that emphasize the Y's core values, sportsmanship, personal safety and personal growth that are based on a variety of age appropriate skills and abilities.
- Provide leadership to program development, staff development, and financial operations relating to areas of responsibility.
- Maintain program areas and equipment to ensure that the gymnasium and programs are operating at the highest level of safety, that programs comply with YMCA standards, and all regulatory requirements are followed and met. Coordinates and schedules equipment maintenance and repairs.
- Develop, implement and manage a comprehensive promotion program to assure the community is aware of the Y's sports programs and services.
- Promote membership growth and retention to meet YMCA goals, through promotions, member engagement, sales and marketing activities and providing outstanding customer service to new and existing members.
- Develop and manage the schedule of facilities for the gymnasium, karate spaces, racquetball courts, sand volleyball courts and outdoor fields. Develop a schedule that will balance the needs of members and programs.
- Organize and conduct coaches training and meetings.
- Create teams, develop and distribute team practice and game schedules.
- Develop and distribute sports rules, guidelines and handbooks to program participants/parents.
- Purchase and distributes team uniforms and awards.
- If applicable, coordinate and distribute team photographs.
- Organize and host season parties and events.
- Set up equipment for games and practices.
- Monitor and purchase necessary sporting equipment.
- Respond to member and community inquiries and complaints in a timely manner.
- Coordinate the use of facilities for program activities and events.
- Other duties as assigned by the Operations Director.

Staff Development and Supervision:

- Develop and implement a comprehensive staff development plan in the areas of responsibility.
- Recruit, hire, train, supervise, discipline, develop, schedule and direct staff and volunteers in assigned areas, creating and fostering a staff environment that is positive, professional and member focused, ensuring excellence in member satisfaction at all times.
- Perform all supervisory and administrative duties in assigned area; ensure preparation and submission of all required reports and payroll are processed accurately and submitted on time.
- Review and evaluate staff performance, develop strategies to motivate staff to develop competencies that support and achieve the Association and department goals. Ensure duties, responsibilities and accountabilities of all direct reports are defined and understood. Effectively communicates to staff the standards for performance.
- Ensure high quality programs through innovative program development, evaluations, ongoing training of Staff and ensure all staff maintains their required certifications. Ensure staff complete all required trainings.

Financial Development:

- Provide leadership to the Annual Campaign, by supporting the Operations Director with fundraising initiatives to include staff, board, member, and community efforts.

Fiscal Management

- Develop, implement, manage and control program budgets in assigned areas. Achieve income and control expenses according to budget to insure high quality programs and standards in all assigned departments. Prepare monthly reports and analysis as required by the Operations Director.

Collaborative Relationships

- Relationships include identifying and develop relationships and working directly with community service organizations and government agencies with which the YMCA can collaborate to strengthen and expands sports programming.
- Develop and maintain positive relationships program participants, parents, members, staff and volunteers providing motivational support and guidance.

Volunteer Development

- Recruit and development of program volunteers and provide staff leadership to the YMCA Membership and Program Committee. Ensure volunteers are properly trained and complete the necessary on boarding paperwork, prior to starting their volunteer work.

Association Duties

- The Sports Director serves as a vital and contributing member of the Y management team and supports the overall objectives of the Y.
- Attends all mandatory management meetings.
- Maintain current certifications and actively pursues training and learning opportunities and certifications relating to or required of the position.
- Provide staff leadership for the annual campaign.
- Serve as Manager on Duty and first responder on a rotating basis.
- Assures own professional development. Exemplifies core values of the Y caring, honesty, respect and responsibility in all aspect of his/her job performance and relationships with others.

Experience and Education:

- Bachelors' degree in Exercise Science, recreation, physical education, or related field, or its equivalent in experience.
- Minimum 2 years' experience in program development and staff supervision.
- Completion of YMCA program-specific certifications.

Qualifications:

- Competencies in development, administration, supervision and fiscal management of sports programs, to include a variety of adult and youth sports programs.
- Proven record of accomplishments building program participation and relationships with members, participants and volunteers.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- Strong computer skills using Microsoft Office Programs, especially word, excel and publisher experience with data base management software.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Demonstrates a passion for high standards and believes in the YMCA mission and that all of our programs and community initiatives fall into one or more of the following focus areas; Youth Development, Healthy Living and Social Responsibility.
- Ability to make independent decisions, and determine the appropriate course of action.
- Maintains confidentiality with regard to all confidential matters of the association.
- Ability to think both conceptually and from a task-oriented approach.
- Ability to respond respectfully and accurately to questions and/or concerns from staff, volunteers, donors, business and community contacts.
- Complies with all applicable compliance and safety regulations and directives.
- Ability to observe confidentiality.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to initial position.
- Must hold CPR, AED, and First Aid Certifications within the first six weeks of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete Listen First and Youth Protection training within 90-days of employment.
- Must complete Darkness to Light training within first year of employment.

Core Competencies – Team Leader:

- **Mission Advancement:** Models and teaches the Y's 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.

Effect on End Results:

1. This position will strengthen member involvement through the delivery of high quality mission and market drive programs and corresponding fiscal stability.
2. Through effective communications, there will be an increased community awareness of the sports programs offered by the Y. Areas of focus:
 - i. Enhance competitive basketball and racquetball leagues and recruit new players
 - ii. Enhance Kinder Sports Programs, create schedules to meet member needs, develop quality lesson plans.
 - iii. Create an environment where individuals of all abilities are able to participate in a variety of Sports Programs.
 - iv. Develop and implement programs to attract and retain youth members.
3. Qualified, trained and certified staff functions provide quality programs and services to all program participants within a clear organizational structure.
4. Sound fiscal operations including income production and expense control.
5. Ensure programs meet the needs of the program participants are age appropriate, meet safety and YMCA Standards at all times.
6. Retention and development of favorable community relations and perceptions of the YMCA.

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Occasionally required to lift, carry and maneuver gym equipment up to 40 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is performed in a typical office environment; however, some activities are conducted in a variety of indoor and outdoor locations depending on the program. Frequently exposed to outdoor weather conditions during sport season and may also be exposed to wet and/or humid conditions in swimming pool areas. The noise level in the work environment is usually moderate to high.

Americans with Disabilities Specifications:

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.

How to Apply:

Interested candidates should respond to Cheryl Walker, Operations Director at (315) 451-2562, ext. 210 or email their application to cwalker@syracuseymca.org, or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than August 16, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.