



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tillamook County Family YMCA

Job Title: **Sports and Activities Director**

Job Code:

FLSA Status: Exempt

Job Grade:

Starting Salary: \$37,000 - \$42,00 DOE

Reports to: Operations Director or CEO

Revision Date: 4/10/19

Leadership Level: Team Leader

Primary Function/Department: Sports

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Sports and Activities Director at Tillamook YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and developmental.

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.

ESSENTIAL FUNCTIONS:

1. Ensures programs and services meet community needs.
2. Promotes program enrollment in interactions with existing and potential members. Coordinates program registration, including logistics to support phone, walk-in and web registration. Coordinates with marketing efforts to maximize enrollments and provides ongoing support to program staff and volunteers on related issues.
3. Ensures a level of service and engagement that fosters loyalty among those we serve.
4. Organizes sporting activities, seasons, and events involving the YMCA and represents the YMCA at community events to promote the YMCA.
5. Ensures proper implementation of safety protocols and procedures. Reviews and updates desk procedures and communicates changes to staff and volunteers in a clear, concise way. Coordinates with community partners and local leaders to facilitate programming.
6. Participates in the planning of the annual budget; manages and implements the approved budget for membership and takes appropriate action to correct variances
7. Leads and schedules staff and volunteers effectively; recruits and hires diverse staff and volunteer teams; onboards and develops them for success.

SPECIFIC RESPONSIBILITIES: (Reasonable for completion or delegation of following)

1. Creation and promotion of programs and services



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2. Field and court preparation and coordination
3. Registration and marketing for programs
4. Collection of program fees
5. Communication with parents and volunteers
6. Equipment inventory and maintenance

LEADERSHIP COMPETENCIES:

- Engaging Community
- Communication & Influence
- Developing Self & Others

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent combination of education and experience.
- YMCA Team Leader certification preferred.
- Previous supervisory experience in a sports related field and customer service preferred.
- Excellent personal computer skills and experience with standard business software.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Events and programs typically occur on nights and weekends; Sports Director will need to be available
- 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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Required to have current certification in CPR, AED, and First Aid or attain within 30 days of employment.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____