

## **Cleveland County Family YMCA Job Description**

**Position Title:** Sports Director

**Incumbent:**

**Reports To:** Operations Director

**Leadership Level:** LEADER

**Exempt:** Yes

**Branch:** Kings Mountain

**Salary Admin Points:** 391

**Strategic Function:** Youth Development

### **Position Summary:**

Under the supervision of the Operations Director and consistent with the Christian mission of the YMCA, the Sports Director is responsible for providing direct leadership in all areas of Youth/Adult Sports for the Kings Mountain Family YMCA. In addition, the Sports Director will supervise all staff and volunteers in accordance with the YMCA Annual Goals and Objectives. The Sports Director will manage each program with the primary goal of providing quality, mission driven services to each YMCA member and program participant.

### **Experience Guide:**

- Four-year college degree or equivalent work experience in Recreation, Physical Education or related field
- Must have strong and professional communication, interpersonal and organizational skills
- Ability to handle multiple tasks while remaining focused and be able to prioritize and work independently
- Ability to complete assignments in a timely manner while ensuring a high level of accuracy and detail
- Proven ability to work with diverse situations and work as a team member
- Must be able to supervise multiple part time positions within the Sports Department

### **Essential Functions:**

- Recruits, hires, trains, supervises, evaluates, and schedules all league directors, league coordinators, umpires, officials, scorekeepers, volunteers, etc.
- Manages and supervises the day-to-day operations in the Sports Departments.
- Recruits, trains, supervises and evaluates all Youth Sports volunteers as coaches, assistant coaches, team parents, etc. Monitors each coach and their team's progress throughout each sports season, making sure they receive proper training, communication, and resources.
- Responsible for the delivery of all sports programs, managing all aspects of each program from promotion to registration to delivery to evaluation.
- Responsible for managing the sponsorship program- to include solicitation, collection and recognition.
- Responsible for preparing and managing annual budget in the Sports Department.
- Serve on YMCA Program Committee and YMCA Program Cabinet.
- Serve as staff liaison for annual We Build People Campaign.

### **Leadership Competencies:**

**Values-** Puts into place best practices that reflect the values of the organization. Creates an environment that reinforces trust, mutual respect, and service orientation. Models the Y's values when dealing with individuals and organizations in the community.

**Inclusion-** Promotes to others the value of diversity and the importance of being an inclusive organization. Ensures equal and fair treatment for all.

**Relationships-** Collaborate with and build relationships that enhance the Y's ability to impact the community. Effectively represents department/branch/division interests while building positive, constructive relationships with others.

**Quality Results-** Assigns clear accountability and ensures continuous improvement. Determines benchmarks and ensures appropriate leadership to meet objectives.

**Communication-** Uses superior verbal and written skills to generate support for the Y's goals.

**Decision Making-** Integrates multiple thinking processes and strategies to function effectively. Anticipate where challenges and obstacles are and create plans and strategies accordingly.

**Philanthropy-** Values and supports the many facets of philanthropy.

**Developing Others-** Recognizes and acts on the need to continually develop other's capabilities.

#### **END RESULTS:**

- The mission of the YMCA and its goals will be evident in all areas of responsibility.
- Quality staff and volunteer development.
- Quality Sports programs provided.
- Satisfactory attainment of goals and objectives.
  - Safe and secure area for all patrons, spectators and staff
  - Growth in Sports programs and opportunities within the YMCA and community
  - Strategic goals exceeded.

#### **BUDGET RESPONSIBILITY: EXPENSE/REVENUE FOR SPORTS DEPT.**

**SUPERVISION RESPONSIBILITY:** 30 part-time (sports officials and umpires, scorekeepers, attendants, field maintenance workers, summer camp counselors), all sports program volunteers

**PROGRAM RESPONSIBILITY:** Fall and Spring- Baseball, Softball, Tee Ball, Soccer, Flag Football, Youth and Adult Volleyball. Winter Youth Basketball, Adult Basketball, Adult Flag Football, Summer Basketball and Volleyball, Summer Sports Camps, other potential Youth and Adult programs.

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Supervisor

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Date

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Supervisee

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Date

*For more information, contact Cameron Allison callison@clevecoymca.org or call (704) 669-3688*

***To apply for this position, complete an online application [HERE](#) .***