



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Eau Claire YMCA Sports Center Sports Director

Job Title: **Sports Director**

Pay: Salary \$35,600 *Depends on experience

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 Director at Eau Claire YMCA Sports Center oversees the development and operations of various programs, such as healthy living, teens, child care, active aging, membership and/or other programs and designs practices, processes, and procedures for strong program and project management.

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. Supports a variety of activities related to the general operations of the facility, youth programs and sport leagues. As a member of the YMCA Sports Center team, you will be expected to contribute when and where assistance is needed.
2. Works hand-in-hand with Youth Program Director and all YMCA Sports Center facility staff.
3. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
4. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
5. Manages each program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the needed facilities; and creating and scheduling the classes, activities or events.
6. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.

PROGRAM OPERATIONS

- Effectively communicating the mission, vision and values of the YMCA.
- Ensuring all programs comply with YMCA standards and methods of operation.

YMCA OF THE USA

101 N Wacker Drive, Chicago IL 60606

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- Integrating member-service and engagement strategies into all programs to ensure positive member recruitment and retention.
- Managing programs from start to end.
- Building and expanding program enrollment and participation.
- Managing registration process for all sport seasons and programs.
- Organizing players and assigning/training coaches for the formation of teams and leagues.
- Monitoring and evaluating delivery and effectiveness of programs and volunteers for the highest possible level of quality.
- Scheduling, communicating and observing all programs for effectiveness.
- Recruiting, training and scheduling all sports officials.
- Preparing for and managing all game days, staff and volunteers.
- Being visible to staff and members.
- Responding to all member and community inquiries and concerns within 24 hours.
- Communicating program information, changes and needs in a timely manner to supervisor and branch staff.
- Providing written and verbal communication to all team parents and coaches for clear understanding of YMCA policies.

LEADERSHIP COMPETENCIES:

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

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent experience.
- YMCA Team Leader certification preferred.
- One to two years related experience preferred.
- Minimum age of 21.
- Within 30 days of hire, completion of Child Abuse Prevention, CPR, First Aid, AED, and Bloodborne Pathogens training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- 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 20 pounds.
- 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.

To apply, please contact and submit application to Amy Peterson-Foss at 3456 Craig Road, Eau Claire, WI, 54701 or afoss@ymca-cv.org. Deadline for application is May 7. Interviews may begin immediately.