

JOB POSTING



JOB POSITION: Youth Sports & Program Director
POSITION TYPE: Full-time
LOCATION: Aberdeen Family YMCA

POSITION POSTED: March 22, 2021
APPLICATIONS ARE AVAILABLE ONLINE:
www.aberdeenymca.org **Join Our Team**

Or pick up an application at the Aberdeen Family YMCA

Aberdeen Family YMCA
5 South State Street
Aberdeen, SD 57401
mjohnson@aberdeenymca.org
605-225-4910 ex 1007

Hiring Manager if questions: Elyce Kastigar ekastigar@aberdeenymca.org

GENERAL DESCRIPTION:

The Youth Sports and Program Director is responsible for the organization and implementation of all youth sports and program activities. This position must be actively supervising all departmental youth programs, events and fundraisers while serving as a positive role model to all participants and staff.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Bachelor's degree in sports management or related field (preferred).
- Excellent written and oral communication skills.
- 2 years of experience working in a sports or athletic based position (preferred).
- 1 year of supervisory experience (preferred).
- CPR-PR (Professional Rescuer) Certification (can be obtained upon employment).
- First Aid Certification (can be obtained upon employment).
- Proficient use of computers with working knowledge of various software programs.
- Ability to manage multiple projects.
- Positive, effective, calm and professional communication- verbally and written- with staff, members/guests, children and parents. Ability to adapt communication style to the appropriate audience.

Essential Functions:

- During COVID-19 pandemic this position will assist with areas outside of the youth department and perform duties that will be assigned to best serve the organization.
- Availability to work varied hours: early mornings, days, evenings and weekends. Depending on the programs/activities schedule.
- Organize the planning, development, administration, implementation of the youth sports programs.
- Provide direction to and work cooperatively with the Youth Sports and Program Coordinator.
- Provide staff and volunteers with orientation, training, support, development and recognition.
- Prepare and distribute coaching packets and provide support during program's session.
- Provide direction to staff and volunteers in reporting incidents and accidents and completing the reports in a timely manner.
- Compile, approve and submit staff time sheets per each pay period.
- Provides training and support to all program staff and volunteers.
- Assists in the marketing and distribution of program information, prepares and distributes coaches packets, coordinates the distribution of sports fliers to area schools and other identified locations.

- Coordinate the scheduling of youth practice and games, daily events and special events.
- Open supervise and close at each site games are played; first one there and the last one to leave on game and event days. Utilizing support staff to assist in this duty.
- Completes program evaluation and summary in a timely manner.
- Builds and maintains positive relationships and provide quality customer service to YMCA members, guests, school staff, parents, students and other community service providers.
- Supervision of the Youth Sports and Program Coordinator.
- Ability to establish and maintain positive relationships with staff, volunteers, YMCA members and the general public.
- Seek out program financial support through sponsorships, fundraisers, donors, and grant process.
- Promote YMCA membership, programs and services..
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Responds to all member and community inquiries and complaints in a timely manner.
- Responds to all emergency situations in accordance with Aberdeen Family YMCA policies and procedures. Completes incident/accident reports in a timely manner and gives direction to staff and volunteers on this process.
- Attend and participate in staff meetings, approved trainings, special events, Manager on Duty (MOD) shifts as needed.
- Complete other duties as assigned.

Essential Functions-Physical & Mental Requirements:

- This position is a fast paced, active position that requires moving between tasks both physically and mentally. There will be standing, walking, lifting (up to 50 lbs), twisting, climbing, reaching.
- Moderate level of complexity for decision making, moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.

Competencies:

- Adaptability, Analytical Skills, Attention to Detail, Collaboration, Cooperation, Customer Service, Delegation, Dependability, Initiative, Judgment, Leadership, Planning and Organizing, Problem Solving, Safety and Security, Written and Oral Communication, Stress Tolerance, Teamwork.

Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401.

Applications can be found on our website at aberdeenymca.org.