

# Job Description

Aberdeen Family YMCA  
5 South State Street  
Aberdeen, South Dakota 57401



## Position: Youth Sports & Program Director

**Supervisor:** Senior Director of Programming

**Position Type:** Full-time

**Date:** June 2025

**Position Status:** Exempt

### 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.

**ESSENTIAL FUNCTIONS:** *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours: days, evenings and weekends.
- Organize the planning, development, administration, implementation of the youth sports programs and events.
- Demonstrates fiscal responsibility by developing and managing budget to achieve revenue targets and expense controls.
- Responsible for handling department financial transactions and following organization purchasing policies and procedures.
- Purchases equipment, parts and supplies as required.
- Recruit, hire and train and work effectively and cooperatively with the Youth Sports Coordinator.
- Ability to demonstrate effective management of staff- to address, accurately document and appropriately resolve difficult situations in a timely and professional manner.
- 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.
- Review, approve and submit payroll per each pay period.
- 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.
- Ability to build and maintain positive relations with staff, volunteers, YMCA members and guests, the general public, school staff, parents, students/participants and other community service providers.
- Coordinates the distribution of sports fliers to area schools and other identified locations.
- Seek out program financial support through sponsorships, fundraisers and donors.
- Complete grant process through administrative approval.
- Coordinates or assists with various youth and family events (Family Fun Nights) (Glow Run-bull Run) and adult activities (Adult Volleyball, Pickleball, Racquetball League).
- A willingness to commit to the mission of the YMCA.
- Working with all staff promoting YMCA membership, programs and services.

- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquiries and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings and approved trainings.
- Involved in the marketing and distribution of program information.
- Positively communicate information on all YMCA programs.
- Assist with special events as needed.
- Actively participates in YMCA events.
- Work Manager on duty (MOD) shifts as assigned.
- Complete other duties as assigned.

#### **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 is preferred.
- 1 year of supervisory experience is preferred.
- CPR-PR (CPR for the Professional Rescuer) Certification (can be obtained upon hire)
- First Aid Certification (can be obtained upon hire)
- 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 – tailoring the communication style to the appropriate audience.

#### **ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS:** *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to stand and walk.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Occasionally required to lift and/or move up to 50 pounds.
- Frequently required to bend, twist or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.

#### **COMPETENCIES:** *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability, Analytical Skills, Attention to Detail, Collaboration, Cooperation, Customer Service, Delegation, Dependability, Initiative, Judgment, Leadership, Management Skills, Mission Advancement, Motivation, Operational Effectiveness, Oral and Written Communication, Personal Growth, Planning and Organizing, Problem Solving, Professionalism, Quality Management, Safety and Security, Self-Control, Stress Tolerance, Teamwork.**

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

The noise level is occasionally higher when working with equipment and some tools.

Wet or humid conditions.

Outdoor weather conditions.