



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Youth & Sports Director**

FLSA Status: Exempt Full-Time

Leadership level: Team Leader

Salary Range: \$53,000-\$58,000 Annually

Reports to: Sr. Vice President of Operations and
West Shore YMCA Senior Program Director

Revision Date: 10/11/2023

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 Youth & Sports Director at the Harrisburg Area YMCA oversees the development and operations of the youth sports programs at all locations, ensuring the program meets its intended goals.

These essential functions will be carried out in keeping with the goals and mission of the YMCA. Under the direct supervision of the Senior VP of Operations and Senior Program Director, the Youth & Sports Director's primary responsibility is the administration, development and implementation of youth sports programs at the West Shore Branch YMCA and across the Harrisburg Area YMCA Association Branches. This position requires a "hands-on" approach in managing programs which include but are not limited to Summer Sports Camps; Youth Basketball League; Sports Leagues, Programs and Clinics; and the YMCA Volleyball Club Teams. The position will work with onsite branch program coordinators from each YMCA branch to ensure consistent and quality youth programs. The recruitment of coaches and volunteers is also essential with this position as is superior customer service and member retention.

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

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. Demonstrate Character Development Values of caring, honesty, respect and responsibility in all decision making, member and staff interactions, meetings, etc.
2. Ensure overall quality customer service.
3. Project a professional image at all times, including neat appearance and positive manner.
4. Develop, administer, and evaluate safe and age-appropriate youth programming.
5. Plan, schedule, and acquire outside sites; implement the Youth Basketball League (YBL) program, Junior Volleyball Club (JVC) program, and various other sports programs.
6. Educate the Program Committee on program needs involving youth sports and wellness programming.
7. Prepare annual budget under the supervision of the Senior Program Director, administer the approved budget, and take appropriate action to correct variances.
8. Plan and implement YMCA Special Events, including Healthy Kids Day®, as well as other various fundraising events.

The Y: We're for youth development, healthy living, and social responsibility.



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9. Recruit and maintain volunteers for all programs and events.
10. Schedule gymnasium for programs, members, and special events.
11. Plan and implement sports workshops, coaches' clinics, and official trainings.
12. Maintain equipment, certified instructors, and a safe environment at all times.
13. Maintain accurate records of program participants, payment procedures, and community members served.
14. Review and evaluate programs and services on a regular basis.
15. Seek professional and personal growth through training events, certifications, and job-related courses.
16. Participate in the Annual Campaign as a staff worker and sustaining member.
17. Perform all other duties deemed necessary by the Senior VP of Operations and the Senior Program Director.

EFFECT ON-END RESULT:

The effectiveness of this position shall be measured by:

- Excellent customer and staff service.
- The administration of purposeful programs which show participant retention as well as growth, solid financial records, and good community image.
- Adherence and demonstration of YMCA Character Values in all actions and decisions.
- The development of staff and volunteers, which are trained, certified, and able to teach Character Development in all programs.
- Member retention and growth and a good community image.
- A clean, safe, well-maintained facility with successful, well-attended programs.
- Safe, happy members who are motivated to live a healthy lifestyle.

QUALIFICATIONS:

This position requires extensive experience in the area of Sport Management and Wellness as it relates to youth and adolescents. The Youth & Sports Director must have excellent verbal and written communication skills. They must be knowledgeable of exercise design and implementation as it relates to youth. Good motivation skills and superior customer service are essential to the position. The following qualifications must be met:

- 4-year degree in Sport Management or related field.
- 5 years' experience developing, operating, and maintaining high-quality recreational programs.
- Must be certified in CPR/AED and First Aid.
- Encouraged to participate in YMCA accredited courses within 2 years of employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to actively lead a variety of programs using hands, arms, legs, and fingers, and to talk and hear. This position requires a flexible schedule including daytime, evening, and weekend availability depending on the needs of the position.

BENEFITS:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Free Harrisburg Area YMCA Family Membership



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SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Youth & Sports Director in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name

Employee Signature

Date: _____