



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WINONA FAMILY YMCA – JOB DESCRIPTION

Job Title: Sports Director

FLSA Status: Exempt

Job Type: Full-Time

Reports to: CEO

Revision Date: 12/24/24, 3/19/25

Y Job Grade: 10

Pay Range: \$46,000 - \$50,000

Benefits: Paid time off, YMCA membership, YMCA programs discount including camp and child care, Employee Assistance Program, retirement plans, Child Watch (limited hours), required certifications, life and short term disability insurance, health, dental and vision insurance.

Summary/Objective

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Sports Director is responsible for the overall operations of the Sports department and will ensure safety, high quality and growth of sports and recreation programs. The Director is responsible for the planning and delivery of developmental and competitive youth sports, adult sports, and leagues.

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 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.

Qualifications

- Must be able to pass a background check.
- Bachelor's Degree in recreation, physical education, or related field preferred.
- At least 1 year of supervisory experience preferred.
- At least 1 year of related experience and/or training in youth development, coaching, programming, or other related fields preferred.
- Excellent leadership, human relation, and communication skills, including verbal, written, and telephone etiquette.
- High level of confidentiality and organization.
- Ability to respond to safety and emergency situations and to make solid decisions under pressure.
- CPR/First Aid Certification required within 30 days of hire.

General Essential Functions

1. Adhere to job safety practices and risk management protocols per the Employee Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
2. Perform excellent service to all members, staff, volunteers and guests.
3. Play an active role in the Annual Campaign, and assist in special events as needed.
4. Recruit, hire, train, supervise, develop and schedule all employees and volunteers within your department.
5. Develop and monitor department budget to meet or exceed fiscal objectives. Explore new programs to create additional revenue streams.
6. Complete and approve payroll for your department.
7. Perform other related duties as assigned by your supervisor or the CEO.

Role Specific Functions

1. Direct, supervise and expand programs to meet the needs of the community and fulfill YMCA objectives.
2. Develop and maintain collaborative relationships with community organizations.
3. Plan, develop, and implement robust sports programs and lead innovation of new programs, activities, events, and new business lines.
4. Manage gym schedule and oversee gym rentals and programming.
5. Administer comprehensive and character developing youth sports programs for preschoolers through high school age children, including basketball, soccer, flag football, tackle football, pickleball, floor hockey, volleyball, baseball, and summer sports camps.
6. Oversee the adult pick-up sports programs including basketball, pickleball, and volleyball.

Physical Demands

Ability to perform all physical aspects of the position including: walk, stand, bend, reach, lift, use hands to manipulate objects, talk, hear and see. Ability to lift up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.