



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

SPORTS & RECREATION DIRECTOR

Job Title: **Sports & Recreation Director**
FLSA Status: Full-time, Exempt
Reports to: Associate Executive Director

Job Grade: 17
Revision Date: April 2025
Department: Recreation

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. The Sports & Recreation Director is responsible for strategically planning, developing, coordinating, and supervising all youth and adult recreation programs, including sports leagues, tournaments, clinics, camps, STEM initiatives, an outdoor youth summer camp, senior activities, and other events. This role requires a dynamic and passionate leader who can create enriching experiences for participants of all ages while managing volunteer coaches, staff, and referees. The Director will also be accountable for budgeting and ensuring high-quality service delivery that aligns with the YMCA's mission and values.

ESSENTIAL FUNCTIONS:

- Serve as a leader in community outreach efforts to increase participation and visibility of YMCA programs.
- Represent the YMCA at events, meetings, and other public engagements.
- Plan, organize, and oversee youth and adult sports leagues, clinics, tournaments, and camps.
- Develop and implement innovative STEM programs for youth, promoting creativity, learning, and engagement.
- Direct all operations of the outdoor youth camp, ensuring a safe and fun environment.
- Recruit, train, supervise, and inspire youth sports coaches, volunteers, seasonal staff, and interns.
- Build strong relationships with participants, parents, community members, and partner organizations.
- Manage program budgets, including forecasting, monitoring expenses, and identifying revenue opportunities.
- Develop and implement program marketing strategies in coordination with the marketing team.
- Ensure all programs meet safety, risk management, and YMCA quality standards.
- Regularly assess and evaluate programs to measure impact, participant satisfaction, and areas for improvement.
- Performs other duties as assigned.

SUPERVISES

Interns
Supervisors
Coaches
Officials
Part-time program staff

Hastings Family YMCA
1430 W. 16th St.
Hastings, NE 68901
P 402-463-3139

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- A Bachelor's degree in sports/recreation management, business administration, education, marketing, or a related field is preferred.
- One to two years of related experience preferred.
- A minimum age of 21 is preferred.
- Experience in youth and adult sports programming, camp management, and STEM education.
- Proven leadership skills with the ability to motivate and manage diverse teams.
- Strong communication, interpersonal, organization, and problem-solving skills.
- Budget development and financial management experience.
- Ability to work flexible hours, including evenings and weekends as needed.
- Familiarity with YMCA principles, policies, and mission is a plus.
- Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; and Bloodborne Pathogens.
- Completion of YMCA program-specific certifications.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Requires frequent walking, standing, and participation in athletic and outdoor activities.
- Occasional lifting of supplies and equipment (up to 50 lbs).
- Work is performed both indoors and outdoors, in various weather conditions.
- Occasional travel for training, events, or program support.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____