SPORTS MANAGER

Job Title: Sports Manager  FLSA Status: Non-Exempt
Reports to: Youth & Adult Sports Director  Revision Date: 2/20/2019

POSITION SUMMARY:
Assists in the Development, organization and implementation of high quality youth and adult sports programs and leagues. Provides supervision to sports staff, gym areas, field areas, and off-site location staff and volunteers.

ESSENTIAL FUNCTIONS:
1. Manages the daily operations and provides daily supervision of sports leagues.
2. Assist with development of program schedules and curriculum development. Expands youth and adult sports program within the community in accordance with strategic and operating plans.
3. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits. Maintains inventory and records of condition of Sports Department equipment.
4. Assist in recruitment, selection, orientation and training of new staff members and volunteers.
5. Monitor daily operations of the gymnasium and field and maintain safety, cleanliness and order in these areas.
6. Acts as coach, referee, and instructor.
7. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
8. Ensure adequate coverage for all youth and adult leagues on and off site.
9. Assists in the marketing and distribution of youth sports program information.
10. Develops and maintains collaborative relationships with off-site facility staff.
11. Assists in YMCA fund raising activities and special events.
12. Responds to all member and community inquiries and complaints in timely manner.
13. Assists with Program Committee meetings.

YMCA COMPETENCIES (TEAM LEADER):

Mission Advancement: Models and teaches the Ys 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 fund-raising.

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:**
1. Bachelor's degree in related field or equivalent.
2. One to two years’ related experience preferred.
3. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
4. Completion of YMCA program-specific certifications.

_________________________________________  ______________________
**Applicants Name (printed)**                  **Date**

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

**Signature:** _______________________________