



Job Title: **Director Sports and Recreation**

FLSA Status: Exempt / Full-Time

Reports to: Sr. Director Sports and Recreation

Posted on November 14, 2025

POSITION SUMMARY:

Under the supervision of the Sr. Program Director Sports and Recreation, the Director of Sports and Recreation is responsible for providing direct support in the management of staff, programs and activities associated with the Sports Department, Pre-school and progressive staff. Organizing and initiating projects with gymnastics and sports teams. Leadership includes, but is not limited to: youth/adult sports programs and leagues, daily school recess program, and Sports Camp (summer and school vacation camps).

ESSENTIAL FUNCTIONS:

1. Recruits, hires, trains, manages and reviews sports department staff; create and implement staff trainings with sports and gymnastics.
2. Establish class structure, schedules, and lesson plans for youth programs. Develops new sports programs based on membership and community need.
3. Directs and supervises activities and staff to meet YMCA objectives, while expanding the sports department in accordance with strategic and operating plans.
4. Coaches/teaches as needed. (or as directed).
5. Managing the sports department budget and expenses.
6. Assists, as needed, with gymnastics, movement, arts and enrichment classes.
7. Manages school recess programs and the relationships therein.
8. Manages Youth Basketball League ("YBL") inclusive, but not limited to: registration, team formation, volunteers/staff, schedules, facilities, equipment/supplies
9. Under supervision of the Senior Program Director, fulfills role of summer Sports Camp Director - inclusive but not limited to: staff hiring, curriculum, schedules, rosters, camper and staff management, parent communication, and meeting of DOH/ACA requirements.
10. Develops and maintains effective working relationships within the community. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in a timely manner.
11. Assists in YMCA fund raising activities and special events.
12. Community outreach and partnerships (responds to all member and community inquiries and complaints in a timely manner).

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. 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 Physical Education, Recreation Management, Sports Science, or equivalent.
2. Minimum of two years experience in staff/ program management, knowledge of gymnastics is a plus.
3. Experience to meet NYS certification requirements for a Camp Director (Certification will be required within 60 days of hiring).
4. He/She must possess strong skills in competencies listed above.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Ability to work weekends and evenings as necessary.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

WORK SCHEDULE: 4 WEEKDAYS AND SATURDAY

SALARY WAGE RANGE: \$64,350 - \$70,000