FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Sports Program Director**
Leadership Level: Team Leader
Status: Full-time
Reports to: Association Director

Pay Range: $60,000-$75,000
FLSA Status: Exempt
Department: Sports
Revision Date: 10/28/2026

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality youth sports programs.

ESSENTIAL FUNCTIONS:

- Directs and supervises program activities to meet YMCA objectives.
- Expands youth sports program within the community in accordance with strategic and operating plans.
- Develops adult sports programming.
- 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.
- Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
- Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
- Hires and supervises all sports staff.
- Provides overall supervision and direction to licensed and non-licensed sports camps.
- Organizes and conducts sports clinics.
- Assists in the marketing and distribution of youth sports program information, may organize and schedule program registrations. May review and process program scholarship applications.
- Develops and maintains collaborative relationships with community organizations.
- Assists in YMCA fund raising activities and special events.
- Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent.
- One to two years related experience preferred.
- Proficiency in sports-management software/platforms preferred.
- Minimum age requirements may apply; for example, minimum age of 21.
- 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; Onboarding Orientation.
- Completion of YMCA program-specific certifications.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee must occasionally lift and/or move up to 50 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____