



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

## PRESCOTT YMCA JOB DESCRIPTION

Job Title: **Assistant Sports Director-Operations**

Reports to: Sports Director

Primary Function/Department: Youth Development

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Part-time (20-30 hours per week); flexible to meet requirements of the position including some evenings; weekend and holiday work may be required. The Assistant Sports Director of Operations reports to and takes day-to-day direction from the Sports Director.

### 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 genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **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.

### GENERAL RESPONSIBILITIES:

- Responsible for assisting the Sports Director in managing youth & adult sports and recreation programs, special events, and providing a high-level of customer service.
- Models' relationship-building skills in all interactions.
- Develops and maintains collaborative relationships with staff, parents and caregivers, and community organizations (e.g., state childcare licensing agency, school administration) to maximize program impact and drive overall outcomes.
- Maintains regular, clear, and concise communication within area of responsibility.
- Assists the Sports Director in Organizing or participating in Y activities, such as committees, special events, and fundraising.
- Performs other duties as assigned.

### KEY AREAS OF RESPONSIBILITY:

The Assistant Sports Director of Operations assumes many responsibilities. These responsibilities include the following:

- Programs and Events:
  - Follows standards to provide qualified staffing and a safe program.
  - Assists the Sports Director in planning, organizing, marketing, and the instruction and evaluation of the Y sports programs, leagues, events, and tournaments according to Y standards.
  - Communicates programs information to front desk.
  - Checks and verifies program enrollment.
  - Assist in YMCA fundraising activities and special events.



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- Gymnasium:
  - Monitors maintenance and programs attendance of the gym.
  - Supervises referees on duty.
  - Assures equipment for gym activities is available.
  - Organizes and maintains gym storage area.
  - Prepares gym and other sporting event areas for programs.
- Marketing:
  - Maintains, posts, and distributes program flyers and takes program photos.
  - Updates bulletin board under the direction of Sports Director.
  - Represents the YMCA throughout the community in a professional manner.
  - Attends staff meetings and other meetings and training courses as required.

**QUALIFICATIONS:**

- Must have excellent written and oral communication skills to work positively with different populations, in groups and individually.
- Must be well-organized and prepared.
- Must be in good physical condition.
- Must be able to think independently.
- Preferred educational background in Physical Education, Exercise Science, Health Education or related field; extensive practical experience and a strong interest in the health/wellness or related field.
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- Must have adequate vision to review documents; hearing adequate to interact with the public.
- Must be able to lift up to 45 pounds using proper technique.
- Must be able to learn and follow local YMCA guidelines related to employment and benefits.
- Occasional travel for training may be required.
- Must understand, believe in and contribute to the mission of The Prescott YMCA.

**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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to safely supervise program activities in a variety of indoor and outdoor locations.
- 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.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_

Revision Date: 4/8/24