



Worthington Area YMCA
Job Title: Sports & Recreation Director
FLSA Status: Exempt and Full-time
Reports to: Chief Executive Officer
Leadership Level: Team Leader

POSITION SUMMARY:

The Director of Sports & Recreation advances the mission of the Worthington Area YMCA by providing leadership for high-quality sports, recreation, and out-of-school youth programs that strengthen youth, families, and the community. In partnership with the Chief Executive Officer, this position is responsible for the overall leadership, development, implementation, growth, and evaluation of youth and adult sports, recreational activities, special events, and out-of-school youth programming. The Director provides direct leadership and supervision to the Out-of-School Youth Coordinator and ensures all assigned programs are safe, welcoming, financially responsible, responsive to community needs, and aligned with the YMCA's strategic and operating priorities. The Director provides leadership to department employees, coaches, officials, instructors, and volunteers while building strong relationships with participants, families, schools, community organizations, sponsors, and other partners.

ESSENTIAL FUNCTIONS:

PROGRAM LEADERSHIP & GROWTH

- Provide overall leadership and direction for YMCA youth and adult sports, recreational activities, assigned special events, out-of-school youth programs, including summer day camp, non-school day programming, and other assigned youth development initiatives.
- Plan, develop, implement, and evaluate programs that respond to community needs and advance YMCA strategic and operating priorities.
- Maintain a department program calendar that supports effective planning, staffing, registration, marketing, and facility use.
- Monitor participation, enrollment, retention, program quality, participant feedback, community trends, mission impact, and financial sustainability to identify opportunities for improvement and growth. Maintain accurate, timely program records.
- Establish annual department goals and implement strategies to achieve participation, revenue, quality, and community-impact objectives.
- Secure and schedule appropriate facilities and program spaces. Ensure programs provide safe, engaging, age-appropriate experiences that support youth development and reflect YMCA values.
- Ensure a welcoming, inclusive, and positive experience for participants, families, volunteers, spectators, and staff.
- Strengthen relationships with families, schools, and community partners to expand access, participation, and opportunities for youth.

STAFF & VOLUNTEER LEADERSHIP

- Recruit, hire, onboard, train, schedule, supervise, coach, and evaluate department employees and volunteers needed to deliver high-quality programming.
- Directly supervise and develop the Out-of-School Youth Coordinator, establishing clear goals and accountability for program quality, safety, enrollment, staffing, and participant experience.
- Establish clear expectations and provide employees and volunteers with the communication, feedback, resources, and support necessary to strengthen performance, accountability, and retention.
- Manage department staff and schedules, proactively address coverage needs, and ensure appropriate supervision.
- Conduct regular employee check-ins and annual performance reviews and ensure department payroll is reviewed and submitted accurately and on time.

FINANCIAL & OPERATIONAL MANAGEMENT

- Partner with the CEO to develop the annual department budget and manage programs within approved financial parameters.
- Monitor revenue, expenses, staffing costs, enrollment, and budget variances and develop action strategies when results differ from expectations.
- Maintain department dashboards and provide accurate, timely program and performance information for leadership reports.
- Use program data, participant feedback, community needs, and financial results to make informed decisions about program continuation, modification, expansion, or discontinuation.
- Oversee department equipment and supplies, including inventory, care, maintenance, storage, and planned replacement.
- Ensure department operations meet YMCA standards for safety, quality, risk management, and fiscal responsibility.

COMMUNITY ENGAGEMENT & PHILANTHROPY

- Develop and maintain relationships with schools, community organizations, businesses, sponsors, and local partners to strengthen programming, increase participation, and expand community impact.
- Represent the YMCA professionally in the community and identify opportunities for collaboration and shared service.
- Support program sponsorships, donor stewardship, special events, and the YMCA Strong Community Campaign.
- Share meaningful stories and outcomes that demonstrate program impact and strengthen understanding of the YMCA's charitable mission.

ORGANIZATIONAL LEADERSHIP, SAFETY & SERVICE

- Demonstrate the YMCA core values of Caring, Honesty, Respect, and Responsibility and foster a welcoming culture of excellent service.
- Ensure high standards of program quality and safety in accordance with YMCA policies, risk-management practices, emergency procedures, and applicable requirements.
- Respond appropriately to accidents, incidents, and participant concerns and ensure required documentation and follow-up are completed.
- Collaborate with YMCA leadership and other departments to support organizational priorities, events, and initiatives and maintain timely, effective communication across the organization.
- Serve as Manager on Duty as scheduled and provide leadership support during assigned YMCA events.
- Maintain professional knowledge and skills through ongoing learning and professional development.
- Follow YMCA human resources, business services, employee handbook, and emergency response policies and procedures.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

QUALIFICATIONS:

- ☐ Bachelor's degree in Recreation Management, Sports Management, Physical Education, or a related field.
- ☐ Knowledge and experience to relate effectively with diverse groups of people from all ages, social, and economic segments of the community while articulating and demonstrating the Y's purpose, mission, and character values.
- ☐ Excellent human relation skills and an ability to maintain positive communication with staff, members, and guests.
- ☐ Ability to address and make solid decisions in emergency situations. CPR/First Aid Cert. obtained within 6 months.
- ☐ Knowledge/clear understanding of fundraising techniques and strategies as well as a high level of confidentiality.

EQUIPMENT & APPLICATIONS:

- ☐ Microsoft Office, Member Services software (Daxko), Employee Payroll (ADP), Multiple Phone Lines, Copy machine.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- ☐ The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees may frequently be required to lift up to 50 lbs, stand, walk, sit, use hands to manipulate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk, see, and hear.

AAP/EEO Statement

The Worthington YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

SIGNATURE:

I have reviewed and fully understand the job expectations.

Employee's Name (please print)

Employee's Signature

Employer's Name (please print)

Employer's Signature

Today's Date
Date Prepared: 6/26/2026