



FREMONT FAMILY YMCA JOB DESCRIPTION

Title: Assistant Director of Sports and Youth Programs
Reports to: Director of Sports and Youth Programs
FLSA Status: Exempt

Position Summary

The Assistant Director of Sports and Youth Programs must be passionate and motivated to develop and conduct successful programs at the Fremont Family YMCA (FFY). Sports programming at the FFY is expected to be managed and delivered at a high level of coordination, communication and adapt to the changing needs of the members and trends in the field. Ensure the promotion of sports programming growth, safety, member satisfaction and member retention through sports program participation and facility excellence.

Core and Strategic Functions

High Quality Programs, Services and Facilities

- Develop, implement, and conduct sports programming to maximum utilization of the facility (Current program revenue of \$125,000, growth of 15% expected in 2025)
- Maintain ongoing communication with members and participants of FFY sports and leagues
- Maintain high membership conversion ratios through improved program participation
- Conduct ongoing assessment and evaluation of all sports programming performances and implement program changes and/or enhancements as needed
- Provide input in the improvement and development of existing and new innovative sports and recreation program development to better meet the needs of members and the community
- Coordinate with Director of Sports and Youth Programs to maintain effective gym, facility scheduling and equipment to best serve members of all ages; implement and train to policies, procedures and guidelines for staff to ensure quality member experience
- Train and support assigned staff and volunteers

Additional Responsibilities

- Ensure equipment is properly secured and maintained
- Report unclean conditions, safety hazards and malfunctioning equipment to Property Manager and follow up on mitigation of the issues reported
- Assist in the promotion and integration with other FFY departments to ensure the productive, effective and efficient operation of the FFY
- Identify and resolve program problem areas to ensure member satisfaction
- Track actual participants in programs
- Represent and promote the FFY in the community as needed and develop positive working relationships with other organizations, business and governmental entities
- Complete additional duties as required and assigned by supervisor

FFY Competencies

Mission and Community Oriented: Accepts and demonstrates FFY values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits quality staff and builds effective, supportive working relationships with them. Provides assigned staff with orientation, training, development and recognition. Enrolls new staff in FFY onboarding sessions when hiring. Ensures high level services.

People Oriented: Takes initiative in developing others. Builds rapport and relates well to others. Speaks and writes effectively. 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.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgements, transfers learning from one situation to another.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Holds staff accountable for high-quality results using a formal process to measure progress. Develops plans and manages best practices through the engagement of team. Effectively manages budgets.

Personal Development: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights.

Working Schedule: This position requires night and weekend availability to deliver and supervise programs on-site and at various locations within Fremont.

Position Qualifications

- Maintain First Aid/CPR/AED certifications
- Bachelor's degree in Physical Education, Human Services, Marketing, Recreation or related field of experience equivalent
- One year experience in coordinating and conducting sports and/or leagues
- Excellent verbal and written communication skills
- Ability to make oral presentations, direct and organize large program meetings
- Knowledge of computer and software applications
- Demonstrated knowledge of sports programming and equipment
- Knowledge of sports planning, control, and scheduling
- Strong interpersonal and organizational skills
- Demonstrated customer service and public relations skills

This job description may not be all inclusive. Employees are expected to perform all other duties as assigned and directed by supervisor. This job description and duties may be modified when deemed appropriate by supervisor or top management.

Signature _____ Date _____