



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WALLA WALLA YMCA POSITION DESCRIPTION

Job Title: **Assistant Director – Youth & Adult Sports**
Full time, Part-Time or Internship

Reports to: **Director of Sports**
Non-Exempt

POSITION SUMMARY:

The Y serves 13 rural communities in both Washington and Oregon. Programs offered include Child Development Programs, Youth Engagement Programs, Youth and Adult Sports, Health & Wellness initiatives, Aquatics and Safety programs and Member engagement.

The Assistant Director develops, organizes and implements high quality adult and youth sports programs both at the Y and in collaboration with other community sports programs under the direction of the Director of Sports.

ESSENTIAL FUNCTIONS:

General

1. Helps to develop, direct and supervise program activities to meet YMCA youth and adult sports program objectives.
2. Expands adult/youth sports program within the community in accordance with strategic and operating plans.
3. Assists in the marketing and distribution of adult/youth sports program information, may organize and schedule program registrations. May review and process program scholarship applications.
4. Ensures program operates within budget.
5. Follows YMCA and state and federal health policies and procedures; responds to emergency situations.

Team Sports

1. As needed, 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.
2. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
3. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
4. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
5. Organizes and hosts season parties and events, promoting healthy eating and good nutrition.
6. Organizes and conducts sports clinics.
7. Coordinates programs with the Walla Walla Sweets, Whitman WWU, WWCC and school districts.
8. Models relationship building skills in all interactions. Develops and maintains collaborative relationships with community organizations and Y staff in all departments. Maintains regular, clear, and concise communication within area of responsibility.
9. Responds to all member or community inquiries and complaints in a timely manner.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
11. Follows YMCA policies and procedures; responds to emergency situations.
12. Performs other duties as assigned.

Youth /Adult Sports

1. Schedules, staffs and coordinates all year long youth/adult individual or small group sports programs, including archery, karate, gymnastics and others.

Summer Camps

1. Coordinates with the department management to plan, schedule, staff manage summer camps in Walla Walla and supported communities.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent, preferred.
2. One to two years related experience preferred.
3. Minimum age requirements of 21.
4. Ability to speak Spanish preferred.
5. 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.

YMCA COMPETENCIES (Team Leader):

Advances the Mission: Facilitates, co-creates, and implements equitable change for community good.

Builds Relationships: Champions inclusion activities, strategies, and initiatives. Creates sustainable relationships internally and with external organizations and communities.

Operational Leadership: Ensures relevance, effectiveness, and sustainability through collaboration, communication and inclusion.

Develops and Inspires: Develops self and supports others in achieving their highest potential. Demonstrates emotional maturity and understanding.

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

The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.