



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Job Title: Family and Sport Specialist**

FLSA Status: Part-time Non-exempt

Reports to: Family Director

Department: Family

Revision Date: 01/2026

**POSITION SUMMARY:**

The Family and Sport Specialist is responsible for developing, organizing, and implementing high-quality, member-focused YMCA Sports and Preschool Enrichment programs, and assisting with Family department events and programs. This position collaborates with community partners, including the Boys & Girls Club, to design and deliver programs that address the evolving needs of the community. The Family and Sport Specialist also supports and participates in Family Strengthening Events and other YMCA initiatives that promote youth development, healthy living, and social responsibility in alignment with the YMCA mission and values.

**ESSENTIAL FUNCTIONS:**

1. Positively models and reinforces the YMCA's core values, mission statement, and relationship-building skills in all interactions. Provides excellent service to members, guests, and participants.
2. Recruits, hires, trains, develops, and directs personnel and volunteers as needed. Holds staff accountable for high-quality results using a formal process to measure progress. Reviews and evaluates staff performance, job descriptions, and wage schedules. Develops strategies to motivate staff and achieve goals, while ensuring continuing education (when applicable). Provides staff with feedback, coaching, guidance and support.
3. Assists in developing, implementing, and managing operating plans to promote program growth. Manages, directs, and coordinates programs. Ensures high-quality programs and establishes new program activities that differentiate the YMCA from other providers. Fosters a climate of innovation. Assists in marketing and distribution of program information and materials. Expands program awareness within the community in accordance with strategic and operation plans. Develops and maintains working relationships with organizations and agencies related to assigned programs within the community. Ensures program operates within the budget.
4. Assists in developing, implementing, and managing membership growth strategies for the YMCA. Executes strategies to ensure that members connect with one another and connect with the YMCA through helping to form small groups. Responds to all member inquiries and complaints in a timely manner and works to resolve problems to ensure member satisfaction and promote customer service.
5. Assures compliance with state and local regulations as they relate to program areas, while adhering to deadlines. Ensures YMCA program standards are met and safety procedures are followed while making revisions for department policies, plans, and procedures.
6. Cultivates relationships to support fundraising. Provides leadership support for annual fundraising campaigns and volunteer committees/boards as assigned. Supports special events and activities.
7. Perform all other duties as assigned by the Family Director.

**YMCA COMPETENCIES:**

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. 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.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through

**Fond du Lac Family YMCA**

90 W. 2<sup>nd</sup> Street

Fond du Lac, WI 54935

engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

***Personal Growth:*** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **RESPONSIBILITIES:**

1. **Abuse Risk Identification and Prevention:** Identify, assess and manage risks related to abuse, harassment, and misconduct within the organization or external interactions. Develop and implement abuse prevention strategies and policies to ensure a safe and respectful environment for all stakeholders.
2. **Incident Reporting and Response:** Act as a point of contact for abuse-related concerns or incidents. Ensure incidents are documented accurately and promptly reported according to the organization's abuse risk management protocols. Collaborate with relevant departments to investigate and resolve abuse complaints.
3. **Training and Awareness:** Conduct training programs to educate staff, volunteers, and other stakeholders about recognizing and preventing abuse. Promote awareness of the organization's abuse prevention policies and encourage a culture of respect, inclusivity, and accountability.
4. **Compliance and Legal Responsibilities:** Ensure adherence to local, state, and federal laws regarding abuse prevention. Keep up-to-date with changes in legislation and best practices related to abuse risk management and adjust policies as necessary.
5. **Collaboration and Support:** Work closely with human resources, legal and other department to ensure effective implementation of abuse prevention strategies. Offer support to individuals affected by abuse and collaborate with external organizations, such as law enforcement or social services, when appropriate.

#### **QUALIFICATIONS:**

1. Strong commitment and knowledge of program areas. Bachelor's degree in related field preferred.
2. Previous supervisory and/or management experience preferred.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Must be able to move effectively through all program areas; be able to lift and carry 5-50 pounds; perform physical functions necessary to program instruction, including but not limited to squatting, bending, kneeling, spotting program participants and demonstrating use of program apparatuses or program skills.

#### **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.
- 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.

**SIGNATURE:**

I have reviewed and understand this job description.

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Employee's name

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Employee's signature

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