



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: Coordinator – **Sports**

Reports to: Athletics Director

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#### **POSITION SUMMARY:**

Assists and helps the Athletics Director with the organization, coordination, and supervision of high quality youth sports programs.

#### **ESSENTIAL FUNCTIONS:**

1. Assist with the supervision of program activities to meet YMCA objectives. Expands youth sports program within the community in accordance with strategic and operating plans.
2. Assists with the creation of teams from paid and financially assisted registrations.
3. Develops relationships with participants, parents, and families to ensure satisfaction and return the following quarter.
4. Recruit sport-specific instructors and build relationships with them to ensure they are happy and have everything they need to administer great programs.
5. Assist with the development and distribution of team practices and game schedules.
6. Assist with the distribution of team uniforms and awards; assist with the coordination of team Picture Day and distribution of team photographs.
7. Assist with the organization, operation, instruction, and supervision of Summer Sports Camps.
8. Assists in YMCA fund raising activities and special events.
9. Responds to all member and community inquiries and complaints in timely manner.
10. Other duties as assigned.

#### **YMCA COMPETENCIES (Team Leader):**

***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 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.

**QUALIFICATIONS:**

1. One to two years related experience preferred.
2. Minimum age requirements may apply; for example, minimum age of 18.
3. Typical 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.
4. Completion of YMCA program-specific certifications.
5. Ability to lift 50 pounds or more.

**PHYSICAL DEMANDS**

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