



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SUMMER SPORTS ASSISTANT JOB DESCRIPTION

### IDENTIFICATION:

Job Title: Sports Assistant

Payrate: \$8.00

FLSA Status: Non-Exempt/ Seasonal

Work week: 10-20 hours

Reports to: Sports Coordinator

Revision Date: 3/2/18

**POSITION SUMMARY:** Helps plan, lead and organize sports programming, while upholding the YMCA core values.

### ESSENTIAL FUNCTIONS:

1. Assists with the instruction of program activities.
2. Helps plan and lead sports activities including practices and games.
3. Aids in the organization and supervision of program participants ages 2-11.
4. Ensures the safety and well-being of program participants.
5. Exemplifies the YMCA core values of respect, responsibility, caring and honesty.

### YMCA LEADERSHIP COMPETENCIES:

**Mission Advancement:** Models and teaches the Y's 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 fundraising.

**Collaboration:** Champions inclusion activities, strategies and initiatives. Builds relationships to create small communities. Empathetically 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. 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. Prior athletic experience is preferred, but not required.
2. One or two years' experience working with toddlers and school aged children preferred.
3. Availability to work Monday-Friday
4. Minimum age requirements: 16 years of age.
5. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; CPR; Bloodborne Pathogens.
6. Completion of YMCA program-specific and trainer certifications.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.



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#### **CELL PHONES**

**Employee shall not use cell phones and/or other devices while on shift. The use of the YMCA phone will be available. Usage of cell phone/electronic device will result in disciplinary action and/or termination. Employees may not take pictures or video of patrons without consent of Program Director and may only use approved camera and be displayed on approved social media.**

#### **JOB EXPECTATIONS**

All sports assistants are expected to act in a manner in line with YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.