



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION

Job Title: **Sports Coordinator**  
FLSA Status: Non-Exempt  
Status: Part Time  
Reports to: Sports Director

Department: Sports  
Revision Date: 6/2019

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the supervision of the Senior Sports Director, the Sports Coordinator will develop, organize and implement high quality sports programs for all ages.

### ESSENTIAL FUNCTIONS:

1. Assists Senior Sports Director with programs, leagues, camps, clinics and classes which may include but are not limited to:
  - a. Supervises program activities to meet YMCA objectives.
  - b. Creating teams/rosters from registrations, organizes and conducts parent orientation meetings, and coach training and meetings.
  - c. Distributes team practice and game schedules; develops and distributes sports rules, guidelines and handbooks for coaches and parents.
  - d. Distributes team uniforms, awards and team photographs.
  - e. Organizes and conducts summer camp clinics with camp participants
  - f. Organizes sport lessons for skills and drills for both youth and toddlers age groups
  - g. Assists in the marketing and distribution of youth sports program information, and organizing and scheduling program registrations.
  - h. Assists in planning expansion of youth sports program within the community.
  - i. Responds to all member and community inquiries and complaints in timely manner.
2. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices;
3. Maintains collaborative relationships with community organizations.
4. Assists in YMCA fundraising activities and special events.
5. Assists with monitoring and evaluating the effectiveness of programs, compile program statistics and set goals.
6. Follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards.
7. Accept additional assignments as deemed appropriate, within the scope of the job description.

### YMCA COMPETENCIES (Leader):

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and

remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Experience in program development, fiscal management, and staff development preferred.
2. Excellent interpersonal, communication, and problem solving skills including ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
3. Must be able to lead others to action in a positive and favorable way.
4. One to two years related experience preferred.
5. Working knowledge of computer programs – Microsoft office
6. Minimum age of 21.
7. Completion of YMCA program-specific certifications as assigned.

**JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the 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.

Certifications required within 30 days of hire: CPR/AED & First Aid. Redwoods trainings required prior to the start of employment.

Work days will vary relating to when sports are in session.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

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