



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Sports Department Instructor/Official**

FLSA Status: Non Exempt Hourly

Status: Part Time

Reports to: Sports Director/Sports Coordinator

Department: Sports

Revision Date: 4/2019

POSITION SUMMARY:

Under the supervision of the Sports Director/Sports Coordinator, the Sports Department Instructor/Official will be responsible for working with our youth/adult sports programs. Including but not limited to; Basketball, Soccer, Volleyball, T-ball, Dodgeball, Football, and Softball.

ESSENTIAL FUNCTIONS:

Instruct/Officiate youth sports programs according to the general rules of the sport as well as any rules specific to the Crossroads YMCA.

1. Stop play when necessary and explain violations consistently and fairly.
2. Know, demonstrate, and interpret the YMCA philosophy to players and spectators.
3. Report injuries to Program Director, following safety procedures and guidelines.
4. Must demonstrate the ability to work with varying ages and to manage large groups.
5. Must demonstrate the ability to control all aspects of the game that you are instructing/officiating.
6. Attends and participates in other YMCA program activities, staff meetings, and staff trainings required.
7. Ability to work flexible hours, including evenings and weekends.
8. Work closely with the Program Director/Sports Coordinator to address any concerns.
9. Assist the Program Director/Sports Coordinator when needed.
10. Assist with special events
11. Work as a team
12. Performs other duties as assigned

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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
4. Minimum age 16 preferred.
5. Six months or more of related experience preferred
6. Upon hiring, complete background check through the YMCA, complete Redwoods Institute Training before first day of hire
7. Ability to read and interpret instructions, procedures, manuals, and other documents
8. Must have a passion for learning, working with youth/families, and sports in general
9. Desire and ability to work with people of all ages and backgrounds

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.
- Sufficient physical strength and agility to carry out essential duties.
- Position may require bending, leaning, kneeling, and walking.
- Visual and auditory ability to respond to game situations and the physical ability to act swiftly in the event of an emergency situation.
- Must demonstrate initiative and sound judgment

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____