



James Family Prescott YMCA Position Description

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Position Title: Sports Program Site Coordinator
Reports To: Sports Director
Department: Youth Development

Primary Summary: The YMCA focus is to strengthen communities through youth development, healthy living and social responsibility. Part-time hours 1-20 per week with Saturday and evening availability. Must have a valid driver's license and car for traveling to offsites. Must be at least 18 years of age.

General Responsibilities: This position is primarily responsible for supervising and refereeing YMCA sports leagues. This position will work in accordance with the policies and procedures set forth by the Sports Department and the YMCA. Must be able to lift 30lbs.

Key Responsibilities:

- Knowledgeable about facility management, equipment, and programming.
- Good communication skills, both verbal and written.
- Works well under pressure. Able to solve problems and handle conflict resolution in a professional manner.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
- Able to enforce facility rules and policies.
- Engage and establish rapport with program participants, families, Y members, and the community.
- Assist in the promotion of the program, including recruiting families to program, communication to families and association staff.
- Maintains positive relations with parents and other staff.
- Maintain a clean, safe, and secure gymnasium. Report any repairs needed to the Sports Director.
- Perform any other duties assigned by the Sports Director.

Qualifications:

- Refereeing experience a plus.
- Must be well organized and prepared.
- Must be able to think independently.
- Must be able to pass and obtain CPR/First Aid Certification within 3 months of hire date.
- Must be able to learn and follow all YMCA guidelines related to employment.

Work Environment:

- The noise level in the work environment is moderate.
- Computer use is regularly required for communication purposes.
- Strength, agility and mobility are required to perform essential functions and to safely supervise program activities in a variety of indoor-outdoor locations.

OUR CULTURE: Our mission and core values are brought to life by our culture. At the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming and open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing in that we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

School Age Leader Signature

Date

Supervisor Signature

Date

The Y: We're for youth development, healthy living and social responsibility.

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