



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Prescott YMCA Position Description

Position Title: Site Supervisor
Reports To: Sports Director
Department: Sports

General Function:

This part-time, hourly position is primarily responsible for supervising and or refereeing YMCA sports leagues. This position will work in accordance with the policies and procedures set forth by the Sports Department and the James Family Prescott YMCA. The Supervisor's schedule will vary to include some regular business-day hours, weekend shifts and hours when special events occur. The Supervisor must administer the affairs of the Sports Department as set forth by the policies and objectives established by the YMCA Board of Directors, the Executive Director and the Associate Director.

Know How:

- Knowledgeable about facility management, equipment and programming
- Experience with volunteer supervision
- Able to enforce facility rules and policies
- Able to problem solve and handle conflict resolution in an expedient and professional manner
- Possess strong verbal and written communication skills
- Possess the requisite physical abilities to carry out the duties of the position safely
- Minimum age 18

Principal Activities:

- Assist in any task related to sports leagues, special events, camps, or any sport related activity
- Monitor the gymnasium for unsafe practices and policy violations and rectify problems
- Engage and establish rapport with program participants, families, Y members and the community
- Program and facility supervision
- Maintain a clean, safe and secure gymnasium
- Report any needed repairs or facility needs to Sports Director
- Set-up for classes, camps, leagues, etc
- Assist in the distribution of league schedules, rules, handbooks, etc.
- Keep the Director informed about any meetings, volunteer conduct, etc.
- Referee games when needed (commensurate with ability level and training)
- Perform any other duties as assigned by the Sports Director

Related Items:

A clean, safe, YMCA friendly gymnasium is scheduled that serves the wants and needs of our members and the community.

Programs that are developed for youth and/or adults, which are engaging and help establish rapport with participants and their families, will help aid in participant and member retention.

Facility policies and procedures are adhered to by all participants/members.

Members and participants are encouraged to give feedback, voice concerns and offer ideas for improvement and/or new programs and events.

Work as a member of the Sports team to accomplish goals that demonstrate the best interests of Members and guests

Represent the YMCA in a professional manner and follow YMCA policies and procedures

Follow general standards of performance set forth for all YMCA employees

Demonstrate character values that embrace the core values of caring, honesty, respect, and responsibility

Effect on End Result:

This position has great affect on the overall YMCA Sports Department. The satisfaction of participants, families, community, the delivery of quality, safe programs, maintaining steady enrollment, and keeping with the YMCA mission and values will determine the end results. The financial success of the department may also be dependent on the outcome of the sports department.

Employee Signature

Date

Supervisor Signature

Date

Updated 10/17/18

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