

## KEARNEY FAMILY YMCA

**Job Title:** Sports Coordinator

**Reports to:** Program Manager

**Pay range -** \$14.25–16.25/hour

**Primary Function/ Department:** Program



### Position Summary:

Under the direction of the Program Manager, the Sports Coordinator will provide assistance in completing specific tasks as they relate to youth and adult sports programming.

### Essential Functions:

1. Leads and supervises programs: Rookie Sports and Adult Sports. Assist with Youth Sports programs (Jr. Loper Sports) as needed per Program Manager
2. Assist in recruiting, hiring, training, developing, schedules and directs personnel and volunteers as needed.
3. Develops strategies to motivate staff and achieve goals.
4. Assist in developing new programs and expanding current programs within the community in accordance with strategic and operating plans.
5. Assists in the marketing and distribution of program information, may organize and schedule program registrations.
6. Develops and maintains collaborative relationships with community organizations.
7. Develops and monitors program budgets to meet fiscal objectives.
8. Coordinates use of facilities for program activities and events.
9. Assists in YMCA fundraising activities and special events.
10. Responds to all member and community inquiries and complaints in a timely manner.
11. Assists with Program Committee meetings.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.

### YMCA Competencies (Team Leader)

**Mission and Community Oriented:** Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.

**People Oriented:** Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Build relationships to create small communities. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Results Oriented:** Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides others with frameworks for making decisions. Develops plans and manages best practices through engagement of the team. Cultivates relationships to support fundraising. Effectively creates and manages budgets.

**Personal Development Oriented:** Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Share new insights. Facilitates change; models adaptability and an awareness of the impact of change.

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

### Qualifications:

1. Associate degree preferred in related field or equivalent.
2. One to two years of related experience is preferred.
3. Minimum age requirements may apply; for example, minimum age of 21.
4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
5. Completion of YMCA program-specific certifications.

### Physical Demands:

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

### Program Specific Duties

***Sports Coordinator will be assisting Program Manager with some of the following duties.***

- Organizes and conducts parent orientation meetings
- Organizes and conducts coaches training and meetings.
- Creates teams from paid and financially assisted registrations.
- Develops and distributes team practice and game schedules.
- Trains and schedules sports officials.
- Develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards.
- Transports and sets up equipment for games and practices.
- Monitors and purchases necessary sporting equipment.
- Assist with Special Events and in other program departments when needed.
- Assist in planning, organizing, implementing, and leading youth and adult programs.
- Assist with the development and implementation community focused programs to help expose the YMCA's presence in our community.

### Pay and benefits of the position:

- **Pay range** - \$14.25–16.25/hour
- YMCA Retirement Plan (when eligible)
- Quarterly Health Stipend
- Employee Program & Child Care Discounts
- Free YMCA Membership
- PPL time – (Paid Personal Leave) depending upon years of experience
- Employee Wellness Program
- Health Supplement Insurance (Optional)

### SIGNATURE:

I have reviewed and understand this job description.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_