



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position: Youth Sports Coordinator

Status: Full-time

Reports to: Youth Sports Director

February 2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Youth Sports Coordinator at Tri-Cities Family YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and teaching the world of sports to the best of your ability to all YMCA class participants.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are 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:** 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.

ESSENTIAL FUNCTIONS:

1. Provide a safe, fun, secure setting for children to learn in.
2. Develop and maintain open communication with all parents & staff.
3. Communicate to Sports Director any problems, concerns or suggestions regarding children or classes.
4. Assist YMCA in positively marketing the facility and programs to YMCA members and community. (Read YCMA brochures & be very familiar with youth classes/levels, handbooks, flyers, etc.)
5. Keep accurate inventory of supplies and equipment and notify director when replacement or repair is necessary.
6. Keep gyms, seating areas and equipment clean & properly maintained at all times.
7. Attend staff meetings and meet with director/coordinators as scheduled.
8. Maintain and project a positive attitude in all areas of the YMCA.
9. Ensure employees are in assigned areas at all times while clocked in. No cell phones or texting while clocked in. (Emergencies only)
10. Keep record of all Youth Sports, Homeschool, Gymnastics & Ninja Employees CPR, Safe Sport, Child Abuse & Concussion training.
11. Sign & turn in Incidents Reports in all departments.
12. Develop lesson plans for Youth Sports, YBL, Homeschool, Special Events & Summer Camp Programs.
13. Develop and manage program portfolio.
14. Handle registration processes within Daxko Operations Systems.
15. Hire, train and appraise all staff for Sports, YBL, Homeschool, Special Event & Camp programs.
16. Make substitute employee contact lists for programs.
17. Create, maintain and approve all employee schedules and time cards for Sports, YBL, Homeschool, Special Event & Camp programs.
18. Keep bulletin board updated with any events and youth programs.
19. Co-coordinating Youth Special Events & staffing/working them.
20. Gym supervision- assist coverage of gym supervisor times including but not limited to day, afternoon, night & weekend times.
21. Oversee Homeschool program including all billing aspects.
22. Other duties as assigned by the Youth Sports Director.



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LEADERSHIP COMPETENCIES:

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

QUALIFICATIONS:

- Required to be completed in the first 30 days of employment:
 - Certifications: Basic life support or professional rescuer CPR/AED and first aid
 - Child abuse prevention training
 - Concussion & Safe Sport training
- Mature judgment and ability to communicate effectively with staff, children & parents. Must relate well to people and be very outgoing and energetic.
- Detail oriented and able to multi-task in a fast paced environment.
- Basic math, phone and computer skills.

BASIC HOURS

Various hours that may include days, evenings and weekends.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 86,000 square foot facility with high level of contact with members and community. Some off site work may be needed.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HEALTH AND SAFETY REQUIREMENTS/INSTRUCTION

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with Federal Law.

DISCLAIMER

It should be understood that this job description has been developed as an outline for basic responsibilities. Additional duties may be assigned by the Youth Sports Director as deemed appropriate and/or necessary.