



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **BERWICK AREA YMCA JOB DESCRIPTION**

Job Title: **Sports Coordinator**

Hay Grade: 236

FLSA Status: Hourly, PT

Reports to: Director, Innovation Programs

Revision Date: September 2020

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### **POSITION SUMMARY:**

Develops, organizes and implements high quality youth and adult sports and recreational programs.

### **ESSENTIAL FUNCTIONS:**

1. Directs and supervises program activities to meet YMCA objectives. Develops new programs and expands programs within the community in accordance with strategic and operating plans.
2. Recruits, trains, develops, schedules and directs volunteers as needed. Reviews and evaluates volunteer performance. Develops strategies to motivate volunteers and achieve goals.
3. Secures and schedules facilities with the Director, Innovation Programs. Sets up equipment for games and practices; monitors and advises the on purchases of necessary sporting equipment as budget permits.
4. Leads, directs and/or teaches activities/classes for which employees or volunteers cannot be secured.
5. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
6. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
7. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
8. Organizes and hosts season parties and events, promoting healthy eating and good nutrition.
9. Organizes and conducts sports clinics.
10. Organizes and conducts parent orientation meetings
11. Organizes and conducts coaches training and meetings.
12. Assists in the marketing and distribution of sports and recreational program information, Organizes and schedules program registrations. May write information for program guides.
13. Develops and maintains positive relationships with parents and community organizations.
14. Builds a culture of philanthropy within the department by building Y ambassadors within your staff/volunteer team, building relationships, and creating a case for support.
15. Responds to all member and community inquiries and complaints in timely manner.
16. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

## **YMCA COMPETENCIES (Team Leader):**

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Bachelor's degree in related field or equivalent experience.
2. One to two years related experience preferred.
3. Typical requirements within prescribed timelines of hire include: completion of: New Staff Orientation, Member Service Training CPR; First Aid; AED; Bloodborne Pathogens.
4. Completion of YMCA program-specific certifications.
5. Ability to pass background checks in accordance with all Berwick Area YMCA policies for child abuse prevention.

## **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.

1. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
2. While performing the duties of this job, the employee is often required to teach sports classes and activities that include motions such as: climbing stairs or ladders, bending, stooping, kneeling, twisting, reaching, sitting, standing for an extended period of time, walking, running, lifting and/or move up to 100 pounds, have finger dexterity, perform repetitive motions, talk, hear and have visual acuity. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

## **EFFECT ON END RESULT:**

1. Attainment of annual YMCA program and enrollment goals within the framework of strategic and operating plans.
2. Professional growth evident through participation in workshops as well as accomplishment of personal training objectives.
3. Sound program supervision, evident through quality leadership, well planned events, program evaluations and attainment of program standards.
4. A stellar reputation of YMCA Sports programs throughout the YMCA service area.