



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

## **SIDNEY-SHELBY CO. YMCA JOB DESCRIPTION**

Job Title: **Sports Coordinator**

Status: P/T Hourly, Non-Exempt

Reports to: Program Director

Department: Youth

Revision Date: 06/24/2024

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### **POSITION SUMMARY:**

Under the supervision of the Program Director, will be responsible for developing, implementing, delivering, supervising, and evaluating the programs at the Sidney-Shelby Co YMCA. The Sports Coordinator will focus on program quality and delivery of services for youth and teens that focuses on YMCA values.

### **ESSENTIAL FUNCTIONS:**

1. Develop, Maintain, Oversee, and constantly evaluate new and current programming and leagues for youth and teens to meet the needs of the community and fulfill YMCA objectives.
  - a. Sports Classes and Leagues - including soccer, basketball, flag football, pickleball, volleyball, and any other sports related programs.
  - b. Special Classes and Leagues such as, Stem, Robotics, Arts, Martial Arts, E-Sports, E-Games, etc.
  - c. Other program areas as assigned.
2. Establishes new program activities, increases participation, and expands programming within the community in accordance with Association strategic and operating plans.
3. Complete all required records, forms, and reports, including attendance records, certification forms, class rosters, and accident/incident reports. Compiles program statistics.
4. Manage program registration for assigned programs; assist in the marketing and distribution of program information to recruit program participants in assigned programs.
5. Assists in training and supervising new staff and volunteers and providing ongoing training.
6. Develops and nurtures collaborative relationships with community organizations including outreach to wider community to develop recreation partnerships and services beyond our walls.
7. Program Volunteer Management - Develop opportunities for new and existing members to identify opportunities for connectedness within the programs assigned and supervise the service of those program volunteers.
8. Assigned to manage and constantly evaluate sports clinics and camps based on programs assigned in collaboration with Program Director.
  - a. includes planning, promoting, creating, and coordinating programs.
9. Maintain programming spaces and ensure equipment is kept in good condition.
10. Assist in managing, working, and overseeing summer camps.
11. Coordinates use of facilities for program activities and assists with special events.
12. Assists in YMCA fund raising activities and special events.
13. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
14. Complete annual youth abuse prevention training and other related trainings.
15. Performs other duties as assigned.

**YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- 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.
- Sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities.
- Ability to lift and carry up to 50 pounds.
- Ability to transport to/from various sites.

**QUALIFICATIONS:**

1. Experience in youth development and sports preferred but not required.
2. Experience in conflict-management and program development preferred.
3. Knowledge in running sports programs.
4. Current CPR certification or ability to obtain certification within 60 days of hire is required.
5. Minimum age requirements may apply.

**SIGNATURE:**

I have reviewed and understand this job description.

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Today’s date: \_\_\_\_\_