



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: **Sports Coordinator**

FLSA Status: Part-Time

Reports to: Senior Director of Sports

Revision Date: 2/11/16

POSITION SUMMARY:

Develops, organizes and implements high quality youth sports programs.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet YMCA objectives. Expands youth sports program within the community in accordance with strategic and operating plans.
2. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
3. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
4. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
5. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
6. Oversees all the sports including but not limited to martial arts, racquetball, volleyball, flag football, soccer, tball and basketball for both youth and adult participants.
7. Organizes and conducts sports clinics.
8. Assists in the marketing and distribution of youth sports program information. Submits brochure material for seasonal brochures.
9. Develops and maintains collaborative relationships with community organizations.
10. Assists in YMCA fund raising activities and attends and participates in special events.
11. Responds to all member and community inquiries and complaints in timely manner.
12. Assists with Program Committee meetings and attend staff meetings and other meetings as needed.
13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
14. Maintains attendance records and provides financial information needed to outside contractors for payments. Keeps up to date with transfers and withdrawals.
15. Recruit and supervise sports coaches and staff. Work with staff to create a positive and energetic learning environment.
16. Help implement the character values of Caring, Honesty, Respect and Responsibility to all coaches, participants and parents.
17. Completes all jobs assigned by the Senior Director of Sports in a timely fashion.

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. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

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 or college courses in related field or equivalent.
2. One to two years related experience preferred.
3. Minimum age requirements may apply; minimum age of 21.
4. Completion of YMCA program-specific certifications if available.

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.

Employee Signature

Date