



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

BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Youth and Adult Sports Coordinator**

Job Code: (unique to Y)

FLSA Status: Exempt

Job Grade: (unique to Y)

Reports to: Sports and Wellness Director

Revision Date: 01/12/2017

POSITION SUMMARY:

Develops, organizes and implements high quality sports and non-athletic youth 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. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Review and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Maintain personnel records and appropriate paperwork for part time departmental staff and volunteers.
3. Secures and schedules the gym schedule, gym rentals, and athletic fields. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
4. Creates teams from paid and scholarship registrations. Personally organizes and conducts parent orientation meetings, and training and meetings for coaches.
5. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
6. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
7. Organizes and hosts season parties and events, promoting healthy eating and good nutrition.
8. Organizes and conducts sports clinics.
9. Directly oversees all facets of the Friday Youth Night program.
10. Assists in the marketing and distribution of youth sports program information in a timely manner, may organize and schedule program registrations.
11. Develops and maintains collaborative relationships with community organizations such as staff from GRHS staff, Burlington RecPlex, Southeast Elite Soccer Academy, and the Burlington Bees.
12. Assists in YMCA fund raising activities and special events.
13. Monitors program budgets to meet fiscal objectives.
14. Responds to all member and community inquiries and complaints in timely manner.
15. Assists with Program Committee meetings.

- 16. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- 17. Available to work flexible hours.
- 18. All other duties as assigned.

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 in recreation, sports management, or related field or equivalent preferred.
- 2. One to two years related experience preferred.
- 3. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
- 4. 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.

Employee Signature

Date

Supervisor Signature

Date