Scott County Family YMCA
Job Description

**Position Title:** Youth Sports Coordinator

**Reports To:** Youth Sports Director

**Position Summary:**
Under the supervision of the Sports Director, the Sports Coordinator assists in organization and implementation of all youth sports activities. He or she is required to be on site actively supervising all youth sporting events. He or she also serves as a positive and wholesome role model to all participants and other staff in accordance with the policies and procedures of the Scott County Family Y.

**Job Requirements:**

**Education:** Associates’ Degree or above

**Experience:**
- Minimum of 2 years of experience working in a sports or athletics based position is required
- 1 year of supervisory experience is required

**Certifications/Registrations:**
- Current Community CPR Certification
- Current AED Certification
- Current First Aid Certification
- Mandatory Reporter
  * Certifications required within 30 days of hire date

**Physical Qualifications:**
- Requires physical effort such as lifting of at least 50 lbs, reaching with hands and arms, stooping, kneeling, crouching, standing, walking, balancing, and climbing.
- While performing the duties of the job, the employee is regularly required to talk and/or hear.

**Essential Functions:**

1. Serve as a role model to members and Y staff and lives the YMCA mission, vision and values of the YMCA movement of caring, honesty, respect, and responsibility.
2. Responsible for “opening” and “closing” at each site games are played. The Sports Coordinator should be the first one there and the last one to leave on game days.
3. Serves as an active supervisor at the site of each sport.
4. Hire and fires employees under his or her supervision
5. Establish and maintain positive relationships with school administrators, counselors, teachers, parents, students, and other community service providers.

6. Builds positive relationships and provide quality, caring customer service to YMCA members and guests.

7. Works on a flexible schedule to provide services to youth and their families in the programs and schools through character development groups and activities, teen leadership activities, after school activities, and special events.

8. Provides training and support to all program staff and volunteers as well as providing direct services.


10. Participates in the development and analysis of the branch annual budget.

11. Assures professional growth through reading, study, and conference attendance, etc.

12. Maintains appropriate employee files and records.

13. Prepares incident reports accurately, consistently and in accordance with established timelines. Communicate to supervisor in writing, accident and discipline situations which require corrective actions. Seek guidance from supervisor in unusual circumstances.

**Expected End Results:**

The Youth Sports Coordinator will impact the community’s understanding of the Y and its missions. The Y will be known as a leader in the community, as a mission driven and ethical organization. These specifically agreed upon goals will be mutually established and reviewed at last once each year. The measurement of the Youth Sports Coordinator performance and effectiveness will be based on the accomplishment of these goals.

**Revision Date:**

5/7/10