



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

DECATUR FAMILY YMCA

Job Title: **Sports Coordinator**

FLSA Status: Part Time

Reports to: Sports Director

Revision Date: 4/18/2017

POSITION SUMMARY:

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

ESSENTIAL FUNCTIONS:

1. Assists in implementation and supervision of program activities to meet YMCA objectives. Expands youth & adult sports programs within the community in accordance with strategic and operating plans.
2. Secures, schedules, and prepares athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
3. Assists in administrative tasks to bring organization and structure to sports programming.
4. Assists in maintenance tasks related to field, court, and equipment up-keep.
5. Assists in pre-season planning and marketing. Generates league game schedule.
6. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
7. Orders and distributes team uniforms and awards; coordinates team photographs.
8. Organizes and hosts season parties and events, promoting healthy eating and good nutrition.
9. Assists in planning and execution of sports programs, camps, and clinics year-round.
10. Assists in the marketing and distribution of youth sports program information
11. Develops and maintains collaborative relationships with community organizations.
12. Assists in YMCA fund raising activities and special events.
13. Responds to all member, participant, and community inquiries and complaints in timely manner.
14. Attends Sports Staff Meetings.
15. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
14. Creates marketing mailing lists for current and past participants.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

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 judgements, 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 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.

QUALIFICATIONS:

1. One to two years related experience preferred.
2. Minimum age of 18.
3. Must be available to work a flexible schedule including weekends.
4. Candidate must have strong organizational and planning skills and must be able to manage multiple priorities in a fast-fast environment.
5. He/She must have dependable transportation to assist with both on-site and off-site sports programs.
6. Candidate must be an excellent communicator, understanding the importance of communication with all branch staff, participants, volunteers and the community. The Sports Coordinator should be outgoing and able to interact with staff, members, program participants, volunteers and the community in a positive way.
7. Training requirements within 90 days of hire include completion of: Child Abuse Recognition & Prevention; CPR; First Aid; AED; Bloodborne Pathogens; Harassment at the Y; and Y101. Completion of YMCA program-specific certifications.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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 (depending upon the programs).

Staff member's signature

Date

Supervisor's signature

Date

DECATUR FAMILY YMCA

220 West McKinley Ave. Decatur, IL 62526

Phone 217-872-9622 Fax 217-872-4294

www.decatuymca.org