



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

SPORTS AND YOUTH PROGRAM ASSISTANT

Job Title: **Sports and Youth Program Assistant**

Status: Part-time (25-30 hours per week)

Reports to: Associate Executive Director

Pay: \$10 - \$12.00/hr

Department: Program

Revision Date: 12/2/2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality sports programs, special events and other YMCA activities.

ESSENTIAL FUNCTIONS:

1. Assists Associate Executive Director with sports programming, birthday parties, special events and Action Arcade programming.
2. Directs and supervises program activities to meet YMCA objectives. Expands youth sports programs within the community in accordance with strategic and operating plans.
3. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
4. Assists with the creation of teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
5. Assists with the development and distribution 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 birthday parties and special events.
8. Organizes and conducts sports clinics.
9. Assists in the marketing and distribution of youth sports program information, may organize and schedule program registrations.
10. Assists in YMCA activities and special events when needed.
11. Has the ability to create and supervise new programs with Associate Executive Director Approval
12. Responds to all member and community inquiries and complaints in timely manner.
13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
14. Becomes the lifeguard on duty when needed
15. Performs 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. Associates Degree or higher.
2. Related experience preferred.
3. Within 30 days of hire completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
4. Must be available on nights and weekends.
5. Lifeguard certified within 90 days of hire.

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 and to supervise program activities in a wide variety of indoor and outdoor locations.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____