



HOPKINS COUNTY FAMILY YMCA

JOB DESCRIPTION

TITLE:	Sports Coordinator	DEPARTMENT:	Sports
HOURS:	20 hours/week	DIRECT SUPERVISOR:	Director of Community Outreach
DATE EFFECTIVE:	August 1, 2021		

POSITION SUMMARY: Under the direction of the Director of Community Outreach, and consistent with the Christian Mission of the YMCA, provide excellent leadership, support and coordination to the youth and adult sports programs within the guidelines of the YMCA. The Sports Coordinator supports program participation and retention through assisting in the development and execution of sports programs to achieve strategic goals and provide outstanding customer service to all participants.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Responsible for ensuring program quality and safety.
- Promotes programs by development and distribution of marketing materials in compliance with association standards.
- Plans with the Director of Community Outreach the league schedule and details of each program, including but not limited to, practice and game schedules, distribution of flyers to schools, ordering of supplies, coach training, and end-of-season details.
- Works at all games to ensure all aspects of the games and game days run smoothly.
- Ensures the gym and playing field are ready for games with physical setting and equipment.
- Responsible for securing, training, and compensating officials for league games.
- Recruits, trains and engages with parents and all volunteers.
- Creates an atmosphere that is based on fair play and incorporates it in a manner that is both demonstrative and professional.
- Inspects gymnasium, fields, and other sports equipment, for safety hazards, damage or wear.
- Ensures adequate supplies are kept including all first aid materials.
- Builds relationships with members and program participants.
- Remains visible to participants when on duty.

- Promotes other YMCA programs and recruits new participants in support of the Program Director's plan.
- Communicates to direct supervisor any suggested improvements, concerns, needed repairs, or incidents that may need follow-up.
- Must have knowledge and understanding of league rules as they apply to the sport being played.
- Excellent follow through actions regarding communication.
- Excellent problem-solving and analytical skills, as well as critical thinking ability.
- Excellent organization skills and attention to detail.
- Desire and ability to work with people of all ages.
- Demonstrated responsibility and dependability.
- Must exhibit patience, sensitivity and understanding.
- Must be willing to regularly work flexible hours, weekends and holidays.
- Must be alert at all times, keeping safety in mind.
- All other duties as assigned by the **Director of Community Outreach**.

QUALIFICATIONS: Education and Certifications

- High school diploma or GED required.
- Must be 18 years of age.
- A 2-year college degree in Physical Education/Exercise Science/related field or applicable experience is preferred.

EXPERIENCE:

- Six or more months of related experience in the area of responsibility.
- 1 year minimum of supervisory experience is strongly preferred.
- Proven track record building strong relationships with individuals, fostering engagement and commitment, while building community within a group.
- Must hold a valid driver's license.

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.

The employee is regularly required to stand and walk for long periods of time, to talk and hear, to lift and/or move up to 25 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 75% of time may be spent outdoors.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.