



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Sports Coordinator**
FLSA Status: Non Exempt

Work Week: 20-25 hours
Revision Date: May 2019

POSITION SUMMARY:

Develops, organizes, and implements high-quality, member-focused YMCA sports programs as they relate to the YMCA and collaboration efforts with the Boys and Girls Club.

ESSENTIAL FUNCTIONS:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Recruits, hires, trains, develops, and directs personnel and volunteers as needed. Holds staff accountable for high-quality results using a formal process to measure progress. Reviews and evaluates staff performance, job descriptions, and wage schedules. Develops strategies to motivate staff and achieve goals, while ensuring continuing education (when applicable). Provides staff with feedback, coaching, guidance and support.
3. Assists in developing, implementing, and managing operating plans to promote program growth. Manages, directs, and coordinates programs. Regularly analyzes program data and audits programs to ensure they meet quality performance standards and compliance. Fosters a climate of innovation. Assists in marketing and distribution of program information and materials. Expands program awareness within the community in accordance with strategic and operation plans. Develops and maintains working relationships with organizations and agencies related to assigned programs within the community.
4. Assists in developing, implementing, and managing membership growth strategies for the YMCA. Executes strategies to ensure that members connect with one another and connect with the YMCA through helping to form small groups. Responds to all member inquiries and complaints in a timely manner and works to resolve problems to ensure member satisfaction and promote customer service.
5. Assists in creating and managing budgets. Maintains accurate records. Identifies significant business, financial, and operating risks and financial irregularities, and communicates information to management. Ensures program operates within the budget.
6. Assures compliance with state and local regulations as they relate to program areas, while adhering to deadlines. Ensures YMCA program standards are met and safety procedures are followed while making revisions for department policies, plans, and procedures.
7. Cultivates relationships to support fundraising. Provides leadership support for annual fundraising campaign and volunteer committees/boards as assigned. Supports special events and activities. Identifies and writes grants (when applicable).
8. Perform 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. Strong commitment and knowledge of sports, youth and program development required.
2. Previous leadership/supervisory experience preferred. Experience creating and managing a fiscal budget is preferred.
3. Must have a high level of communication skills including excellent verbal and written communication and active listening skills.
4. Must have the ability to work independently and on multiple tasks.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Must have the ability to facilitate and lead physically challenging programs and activities including running, jumping, reaching, bending, and lifting as well as event set-up both in outdoor and indoor setting.
7. CPR and AED Certifications within the first 90 days of employment.
8. Ability and current license to drive with record that meets YMCA standards.