



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

## **BILLINGS FAMILY YMCA JOB DESCRIPTION**

Job Title: **Adult Sports League Coordinator (Soccer)**

FLSA Status: Part time, Non-Exempt

Revision Date: April 30, 2018

Reports to: Sports Director

---

**POSITION SUMMARY:** Under the supervision of the sports director, the adult sports league coordinator will be responsible for planning, preparing, and delivering adult sports programs. Including but not limited to; Basketball, Volleyball, Dodgeball and Soccer.

### **ESSENTIAL FUNCTIONS:**

- Develop and implement adult sports programs
- Must have strong communication skills, be able to step in when necessary to officiate, and being knowledgeable of all adult sports programs (knowing the rules inside and out).
- Recruit new officials, players, teams and volunteers to help with each program.
- Review current rules set up, evaluate rules, and recommend rule changes.
- Know, demonstrate and interpret YMCA philosophy to players, parents, and coaches
- Report injuries (to sports director), follows safety procedures and guidelines.
- Must demonstrate the ability to work well with adults and children of all ages as well as parents, and coaches.
- Must demonstrate the ability to control all aspects of the sport that you are running.
- Possess the ability to work with varying ages and to manage large groups.
- Attends and participates in other YMCA program activities, staff meetings, and staff trainings
- Ability to work flexible hours as program needs arise. Ability to assist in various departments or programs as the need arises.
- Adhere to department S.M.A.R.T. Goals
- Works closely with the sports director to address concerns of staff and or members.

### **CORE COMPETENCIES (ALL STAFF):**

#### **CUSTOMER SERVICE**

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.

- Embrace new approaches and discover ideas to create a better member experience.

### **MISSION ADVANCEMENT**

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

### **TEAMWORK**

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

### **OPERATIONAL EFFECTIVENESS/SAFETY**

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

### **QUALIFICATIONS:**

1. Must have one to two years' experience running adult sports leagues. Officiating experience a must, (MOA certified preferred).
2. Minimum 21 years of age with valid Montana Driver's License.
3. CPR, First Aid, AED certifications required, Child Abuse prevention training within 30 days of hire date.
4. Desire and ability to work with people of all ages.

### **PHYSICAL DEMANDS:**

1. Must be in reasonable good physical condition and be able to work extended periods of time on his/her feet.
2. Ability to perform all physical aspect of the position; including walking, standing, bending, kneeling, and lifting.
3. The physical ability to supervise, instruct and lead groups of children relating to sports.
4. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_