



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

## **BILLINGS FAMILY YMCA JOB DESCRIPTION**

Job Title: County Sports Coordinator

FLSA Status: Part Time, hourly

Revision Date: July 1, 2019

Reports to: Sports Director

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**POSITION SUMMARY:** Responsibilities of the position include supervision of staff & volunteers, development & implementation of programs and membership satisfaction. This individual must possess strong communication and program development skills, be outgoing, a self-starter and able to multi task. Must be available to work evenings and Saturdays.

Anticipated Start Date: Aug 19, 2019

### **ESSENTIAL FUNCTIONS:**

- Develops and maintains collaborative relationships with community organizations. Responds to all member and community inquires in a timely manner through phone calls, emails and social media.
- Ability to work flexible hours as program needs arise. Ability to assist in various departments or programs as the need arises.
- Develops and distributes team rosters, team practice and game schedules; trains and schedules sports officials, develops and distributes sports rules, guidelines and handbooks. Issues team uniforms, awards, and team photographs. Organizes coaches meeting, including recruitment of coaches and in accordance works with our volunteer coordinator to determine coach's volunteer eligibility.
- Set up registration nights at schools and send out invitation letters to all past participants.
- Monitors and evaluates the effectiveness of each program thru means such as surveys parent/coach feedback, social media and any other means deemed necessary.
- Produces flyers, creates and manages programs in Daxko, organizes program guide information and collaborates with our communication director to produce posters. Assists in the marketing and distribution of youth sports programs information.
- Purchases field permits, porta-potties, paint and assists with purchasing of program equipment.
- Set-up equipment and take down of equipment for each sport. Accountable for the maintenance, use, and inventory of sports equipment.
- Review and update program operations systems, including computer registration, team rosters, office procedures, record keeping and program fees.
- Represents the YMCA at community events, as well as participating in the YMCA's major events.
- Able take on the responsibility of MOD duties.
- Assists and adheres to the development and implementation of department S.M.A.R.T goals as well as youth sports camps.

## **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. Bachelor’s degree in related field or 3 years of equivalent experience is preferred.
2. Minimum 21 years of age with valid Montana Driver’s License.
3. Requirements within 90 days of hire: Child Abuse Prevention; Sexual Abuse Prevention training.
4. Must get certified in CPR/First Aid prior to working with children.
5. 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:** \_\_\_\_\_