

**Greater Wichita YMCA
Job Description**

POSITION TITLE: Sports Coordinator (Farha and NWest)
REPORTS TO: Senior Program Director
FLSA CLASSIFICATION: Non-Exempt
DATE APPROVED: November 2022

GENERAL FUNCTION: Under the direction of the Senior Program Director, the Sports Coordinator will be responsible for assisting with the supervision of the sports programs, ensuring the development of staff, engagement of members and participants and high quality programming. A 40 hour work week will be necessary to accomplish the assigned duties.

MINIMUM ENTRY REQUIREMENTS

Education/Experience Requirements:

1. Minimum age of 21
2. Relevant department experience in sport and relevant certifications

Physical/Mental Requirements:

1. Must be able to routinely perform the following physical activities; climb, bend, stoop, kneel, twist, reach with hands, sit, stand, walk and perform moderate physical activity for extended periods of time, lift and/or move up to 35 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity
2. Must be able to lead and coach teams and individuals and have the ability to communicate effectively; both orally and in writing
3. Must possess mental alertness, problem solving and task management skills; ability to make independent and sound decisions in a rapidly changing environment
4. Must exhibit initiative in the absence of supervision
5. Must demonstrate a high level of maturity, patience, dependability, sound judgment and the desire to work with all ages
6. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
7. Must work collaboratively as a team member as well as independently and lead by assigned goals, duties and deadlines
8. Must present a neat and professional appearance at all times

Job Requirements:

1. Commitment to the YMCA mission, vision and values
2. Must attend New Employee Orientation within 30 days of hire
3. Complete CPR/AED, First Aid, O2, and Listen First Workshop in accordance to Conditions of Employment
4. Understand and abide-by all policies and procedures as set forth by the association
5. Work a schedule that reflects the needs of the branch; including evenings and weekends

JOB RESPONSIBILITIES

1. Ensuring the mission and character development values are consistently communicated and incorporated into all sports programs.
2. Keeping up to date inventory on all equipment, materials, and supplies; regularly checking all equipment to ensure it is properly maintained and reporting any irregularities to maintenance personnel for repair.
3. Assisting the Senior Program Director in the following areas:
 - a. Field/Facility preparation and management
 - b. League formation and coordination

- c. Coaches meetings & communication
 - d. Coach recruitment
 - e. Officials trainings
 - f. Development of sports budget
 - g. Volunteer recruitment
 - h. Volunteer training
 - i. Enforcement of sport policies and practices
 - j. Tournament operations
 - k. Academy operations
 - l. Program evaluation
4. Keeping accurate records of program participation numbers
 5. Following all risk management guidelines according to branch policies and procedures and prepared to implement emergency procedures
 6. Leading and supporting Strong Community Campaign fundraising efforts.
 7. All other duties as assigned.

EFFECT ON END RESULT: Achievement of association and branch sports goals and objectives with high levels of participation, satisfaction and retention of participants and employees.

I have read the above job description and fully understand the responsibilities I am expected to perform and I can carry out those duties as described above.

Staff Printed Name _____ Signature _____ Date _____

Supervisor Printed Name _____ Signature _____ Date _____