



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

YMCA of Greater Kalamazoo Job Description

Job Title: Sports Coordinator (Full-Time)

Pay Rate: \$15.00-\$19.00/hr.

POSITION SUMMARY:

This position primarily assists the Portage Youth and Family Program Director in leadership for youth and family programs. This position is a key part of the leadership team and is responsible for creating a positive, member-focused culture.

This is carried out through role modeling, establishing expectations, communicating, and making decisions that are consistent with this culture. This position is responsible for delivery of high-quality youth programming, as well as managing to deliver safety, quality, and impact. This position supervises staff and volunteers and may manage community and vendor agreements and relationships.

ESSENTIAL FUNCTIONS:

- Create, develop and implement new and existing programs.
- Manage assigned program areas and activities, ensuring programs comply with all applicable YMCA standards and methods of operation. Continually strive to attain the highest possible level of quality.
- Expand participation in assigned programs.
- Develop and implement adaptive recreational programs.
- Evaluate and review assigned programs to ensure consistent quality and safety.
- Assist in equipment and supply maintenance.
- Assist in the development and distribution of marketing and promotional materials.
- Coordinate communication with assigned program participants.
- Monitor scheduled hours to ensure payroll achieves budget goals.
- Prepare and submit all required financial information and reports.
- Determine staffing needs of assigned program area(s) within YMCA guidelines and procedures.
- Manage and maintain staffing to cover all areas of assigned program(s).
- Conduct required orientation and training for assigned staff.



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

- Manage, supervise, and evaluate assigned staff to ensure satisfactory job performance.
- Ensure applicable staff development opportunities are taken by assigned staff.
- Prepare and submit payroll paperwork and time/attendance information as required by YMCA policies and procedures and in compliance with applicable laws and regulations.
- Build relationships with members connecting each person with the YMCA.
- Effectively maintain collaborative relationships with community organizations.
- Serve as a YMCA representative, both within the organization and outside the organization.
- Demonstrate and support the objectives of the organization as embodied in the mission statement and values.
- Assist in organization's financial development efforts, including the annual fundraising campaign.
- Serve on organization and community committees and teams as required.
- Assist with Manager on Duty responsibilities – tours, incidents, accidents, etc.

REQUIREMENTS:

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or Equivalent
- One to two years related program and management experience
- Demonstrated computer skills in a Microsoft environment

PHYSICAL REQUIREMENTS:

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, lift up to ten pounds of weight, climb or balance, and to stoop, kneel, crouch, or crawl. Vision abilities required by this job includes close and distance vision, and may at times require peripheral vision.



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

YMCA Competencies:

- *Mission and Community Oriented:* Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.
- *People Oriented:* Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Builds relationships to create small communities. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- *Results Oriented:* Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides others with frameworks for making decisions. Develops plans and manages best practices through engagement of team. Cultivates relationships to support fundraising. Effectively creates and manages budgets.