



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

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Sports Coordinator will create a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with YMCA policies and procedures.

QUALIFICATIONS AND REQUIREMENTS

1. One to two years related experience preferred
2. Minimum age of 18
3. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff, CPR, First Aid, AED, Blood borne Pathogens.
4. Completion of YMCA program-specific certifications.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Directs and supervises program activities to meet YMCA objectives.
- Expands youth sports program within the community in accordance with strategic and operating plans.
- Secures, schedules, and prepares athletic fields and facilities.
- Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
- Creates teams from paid and financially assisted registrations.
- Organizes and conducts parent orientation meetings, and training and meetings for coaches
- Develops and distributes team practice and game schedules
- Trains and schedules sports officials
- Develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
- Organizes and conducts sports clinics.
- Assists in the marketing and distribution of youth sports program information, may organize and schedule program registrations.
- Develops and maintains collaborative relationships with community organizations.
- Assists in YMCA fund raising activities and special events.
- Responds to all member and community inquiries and complaints in timely manner.
- Assists with Program Committee meetings
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation