



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

YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION

SPORTS SITE SUPERVISOR (PART-TIME)

Under supervision of the Sports Director, the Sports Site Supervisor will supervise and coordinate activities at various sports sites.

DUTIES AND RESPONSIBILITIES:

The Sports Site Supervisor must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Sports Site Supervisor will be responsible for the following:

1. Assists with the overall operations of youth sports programs.
2. Develops positive relationships with participants, coaches and parents.
3. Assists in the evaluation of programs, maintains accurate records and distributes information to coaches.
4. Operates all equipment properly and promptly reports any problems.
5. Sets up and maintains a clean playing area.
6. Attends staff meetings and trainings as required.
7. Obtains a substitute supervisor when needed.
8. Supervises one or more sports sites.
9. Enforces rules and regulations.
10. Possesses mature judgment and sound decision-making.
11. Communicates effectively with members, peers, volunteers, parents, children and supervisor.
12. Follows all YMCA policies, rules, regulations and procedures, including emergency procedures.
13. Completes incident and accident reports as necessary.
14. Incorporates the mission, philosophy, and 4 core values of the YMCA in all communication with participants and co-workers.
15. Responsible for programs starting and ending on time.

QUALIFICATIONS:

1. 21 years of age or older
2. Current state approved first aid certification
3. Current CPR
4. Up-to-date knowledge of YMCA guidelines designated for the league
5. Six months experience in refereeing

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; run; sit; use hands to operate objects, tools and/or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.