



YMCA of San Joaquin County
Non-Exempt Job Description
Part-time (up to 29.5 hours)

Title: Youth Sport Coordinator
Department: Youth Sports
Supervisor: Sports Director

General Function:

Assist with supervision for Youth Sports League, Lincoln Sports League and other assigned sports programs. Supervise and organize a safe, high quality YMCA Sports programs. Insure communication with Coaches, parents, and the YMCA of San Joaquin County.

Entry Requirements:

1. Associates Arts Degree or 2 years work experience in a related field.
2. Current Community CPR and First Aid
3. Knowledge of the Fundamentals of Sports supervising
4. Work experience in a similar field

Specific Duties:

Responsibilities will include but not limited to:

1. Develop and maintain positive relationships with participants, parents, staff, and community. Demonstrate an understanding of the program and the needs of the participants.
2. Implement the Youth Sports programs in accordance to the YMCA of San Joaquin County's Standards.
3. Implement and supervise the set-up, operation and take down of the program that you oversee.
4. Notify Sports Director when equipment and materials need to be purchased.
5. Responsible for getting equipment to and from the sites.
6. Train and supervise Referees with the approval of the Sports Director.
7. Coordinate and maintain public relations and clear communication with parents, staff, volunteers, and facility personal.
8. Market and promote programs to ensure full capacity.
9. Substitute for staff when they are unable to make their scheduled shift.
10. Assist with creating teams and schedules for the sports teams.
11. Ensure the appropriate informational material is available at all sports sites.



12. Maintain a positive environment for the staff, participants, and parents.
13. Meet weekly with the Sports Director to keep updated on the current program.
14. Assist in other programs as needed.

Specific Requirements:

1. This position requires the visual and auditory ability to respond to critical incidents and physical ability to act swiftly in an emergency situation.
2. This position requires the ability to adequately observe participants activities, enforce safety regulations, and apply appropriate policies and procedures.
3. This position requires the ability to adequately plan, organize, and think through issues that might arise on game days.
4. This position requires the ability to lift up to 40 pounds.

Employee Signature: _____ Date: _____

Sports Director Signature: _____ Date: _____