



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

## **YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION**

### **SPORTS COORDINATOR (PART-TIME)**

Under supervision of the Sports Director, the Sports Coordinator 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 while demonstrating an understanding of the programs and the needs of the participants.
2. Develops positive relationships with participants, coaches, peers, parents and partners. Coordinate and maintain clear and effective communication with all.
3. Implement the programs in accordance to the YMCA of San Joaquin County's standards while maintaining a positive environment for all.
4. Operates equipment properly and promptly reports any problems or needed purchases to the Sports Director.
5. Attends staff meetings and trainings as required
6. Supervises one or more sports sites. Responsible for the set-up, operation and breakdown of the programs/sites that you oversee.
7. Responsible for getting equipment to/from the sites.
8. Creates teams and schedules for the programs
9. Enforces rules and regulations. Responsible for programs starting and ending on time.
10. Train and supervise Referees with the approval of the Sports Director.
11. Follows all YMCA policies, rules, regulations and procedures, including emergency procedures.
12. Completes incident and accident reports as necessary.
13. Substitute for staff when they are unable to make their scheduled shift.
14. Incorporates the mission, philosophy, and 4 core values of the YMCA in all communication with participants and co-workers. Possess mature judgement & sound decision making.

#### **QUALIFICATIONS:**

1. Associates Degree or 2 years work experience in related field
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 and knowledge of the fundamentals of sports supervising.

#### **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.

**Pay Rate: \$16-\$18 per hour and is part time with no more than 29.5 hours per week**

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Employee's Signature

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Date

\_\_\_\_\_  
Employee's Signature

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Date