KOSCIUSKO COMMUNITY YMCA

Job Title: **Sports & Recreation Assistant**

FLSA Status: Non-Exempt

Reports to: Director of Sports and Recreation

**Position Summary:**

Assists the Director in coordinating and administering year-round youth and adult sports programs in accordance with YMCA policies and procedures. Embraces the community-strengthening cause of the YMCA and promotes it in all job-related functions. Provides a quality experience for children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring. Possesses strong interpersonal and communication skills to establish and maintain effective working relationships with parents, children, and staff.

**Essential Functions:**

1. Assists the Director in planning, organizing, and providing direct leadership for youth and adult sports programs.
2. Assists the Director with providing direct leadership for Sports & Recreation staff.
3. Serves and acts as primary league or program administrator for assigned programs or leagues.
4. Assists leading staff meetings and creating staff schedules for each league/program.
5. Proactively interacts with participants and parents in the program while maintaining appropriate behavior, language, and attitude in all circumstances.
6. Builds effective relationships with members and helps them connect with others and the YMCA.
7. Maintains program areas and equipment and reports any issues or concerns to the Director. Follows all YMCA policies and procedures.

**YMCA Competencies (Leader):**

*Mission Advancement:* Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Qualifications:**

1. At least 21 years of age preferred.
2. Experience and/or training in administration of sports teams, leagues, or programs.
3. Required certification: CPR and First Aid.

**Physical Demands:**

1. Ability to conduct leagues and activities relating to youth and adult sports.
2. Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, lifting.

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Signature, Sports & Recreation Assistant Date

Revised November 2022