



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Program Coordinator**
Status: Part Time Non-Exempt
Reports to: Sports & Recreation Director

Department: Sports & Rec. Dept.
Revision Date: October 26, 2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Program Coordinator at Norm Waitt Sr. YMCA serves others by intentionally welcoming, connecting, and supporting them and inviting them to get involved and give back to the community.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Creates a safe environment in which all individuals feel welcomed and respected; build relationships with and among members, staff, volunteers and program participants.
2. Assists the specified Director(s) in organizing sport leagues, sports & recreational programs and sessions including schedules, rosters, coaches, venues, etc.
3. Develops and implements all necessary procedures for departmental programming for the areas of Sports & Recreation.
4. Assists in maintaining community relations regarding program usage in facilities and venues.
5. Assists in organizing staff, coaches, referee, and parent & coaches' meetings.
6. Assists with and will step in when needed in the areas of officiating, site supervising, and any staff holes as needed.
7. Order program merchandise and equipment (With Director approval), keep inventory accounted for and in working order.
8. Assists in registering participants via e-mail, over the phone or in person as needed within program areas.
9. Assists in developing and implementing adult recreational leagues, tournaments & clubs.
10. Assists in implementing and hosting adaptive sports and recreational programming.
11. Will step in and help when leadership requires, front desk is short staffed, facility tours are needed, and in other various ways.
12. Attends all required staff meetings and trainings.
13. Assists in supervising Officials, Site Supervisors, Sports & Rec Interns, coaches and volunteers, and more depending upon the season. Responsibilities include training, planning, assigning, and directing work; addressing complaints and resolving problems.
14. Assists in managing the website pages, Canva documents, Daxko and any administrative duties.
15. Follows YMCA policies and procedures; responds to emergency situations.
16. Promotes character development by demonstrating the Y's values- caring, honesty, respect and responsibility.
17. Directly oversee Teen Night Program and perform additional duties as assigned by Sports & Recreation Director.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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LEADERSHIP COMPETENCIES:

- Critical Thinking & Decision Making
- Emotional Maturity
- Program/Project Management

QUALIFICATIONS:

1. Previous related experience and/or training related to Sports & Rec essential functions.
2. Must complete the following trainings:
 - CPR/AED/First Aid Certifications or equivalent certifications approved by the YMCA
 - Approved Mandatory Child Abuse Reporter Certification
 - Emergency procedure training
 - YMCA Youth Sports Training: <https://training.ymca.net/>
3. Strong oral and written communication skills
4. General knowledge of sports
5. General computer experience
6. Ability to write reports, business correspondence, and procedure manuals.
7. Ability to effectively present information and respond to questions from parents, coaches and the general public.
8. Ability to develop positive, authentic relationships with people from different backgrounds.
9. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
10. Ability to work with minimal supervision.

WORK ENVIRONMENT & 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.

- Ability lift, walk, run, and stand for extended periods of time.
- Ability to plan, lead and participate in activities.
- Outdoor exposure to wind, sun and summer & winter temperatures.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational Sports & Rec programming that provide opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationship with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

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