



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

JOB DESCRIPTION

Job Title: **Athletics Coordinator**

Williams YMCA of Avery County

Reports to: Associate Executive Director

FLSA Status: Non Exempt/ Part-Time

POSITION SUMMARY:

Develops, organizes and implements high quality athletics programs and youth sports.

ESSENTIAL FUNCTIONS:

- Directs and supervises program activities to meet YMCA objectives. Expands youth sports programs within the community in accordance with strategic and operating plans.
- Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
- Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.
- Develops and distributes team practice and game schedules; trains and schedules sports officials; Develops and distributes sports rules, guidelines and handbooks.
- Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
- Organizes and conducts sports clinics.
- Responsible for the marketing and distribution of youth sports program information, may organize and schedule program registrations.
- Develops and maintains collaborative relationships with community organizations.
- Responds to all member and community inquiries and complaints in a timely manner.
- Leads and organizes Program Committee meetings. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in the program.
- Audits equipment and supplies
- Directs and trains Sports Assistants (to be trained as referees and assist in off campus supervision)

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of the team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Candidates for the Athletic Coordinator position must have an enthusiastic personality with an ability to develop relationships with participants, parents and staff.
2. They must have deep knowledge of sports and a desire to use that knowledge to grow professionally with the YMCA.
3. They should present themselves in a professional, caring manner and have excellent communication skills. They should also learn and understand the YMCA's mission and best practices in order to help foster and ensure all sports practices, games and events have a mission driven atmosphere
4. Two years related experience preferred (including internship if applicable).
5. Requirements within 90 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
6. Completion of YMCA program-specific certifications.
7. Must be able to pass drug test and background check and have clear driving record.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.