

The Cane Bay Family YMCA Youth/Adult Sports Assistant

Job Title: Youth/Adult Sports Assistant
Reports to: Sports Coordinator
Department: Youth

FLSA Status: Non-Exempt
Status: Part time
Schedule: Varies

Revision Date: May 2025

Position Summary:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The sports program assistant reports to and takes day-to-day direction from the Sports Coordinator. This position is part time and the employee must be flexible to meet the requirements of the position, including evenings, weekends and some holidays.

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 and Job Duties:

- Responsible for assisting the Sports Coordinator in managing youth and adult sports and recreation programs, providing a high-level of customer service
- The sports program assistant assumes many responsibilities and include the following:
 - Programs and Events:
 - Follows standards to provide qualified staffing and a safe program
 - Assists the Sports Coordinator in planning, organizing, marketing and the instruction and evaluation of the Y sports programs, leagues, events and tournaments according to Y standards
 - Communicates programs information to the front desk
 - Checks and verifies program enrollment
 - Gymnasium

- Monitors maintenance and programs attendance of the gym
- Supervises referees on duty
- Assures equipment for gym activities is available
- Organizes and maintains gym storage area
- Prepares gym and other sporting event areas for programs
- Marketing
 - Maintains, posts, and distributes program flyers and takes program photos
 - Updates bulletin board under direction of Sports Coordinator
- Represents the YMCA throughout the community in a professional manner
- Attends staff meetings and other meetings and training as required

Additional Responsibilities

- Understanding and following all administrative procedures and guidelines as outlined in the YMCA General Employee Handbooks
- Lead by example the Y core values of Honesty, Caring, Respect and Responsibility
- Understanding the role and contribution of each employee in the Sports Department to the mission of the YMCA
- Attending meetings and trainings as scheduled
- keeping a positive attitude with members, program participants and staff

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 understand the other person's point of view and remain calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others

Operational Effectiveness: Makes sound judgements, 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

- Must have excellent written and oral communication skills to work positively with different populations, in groups and individually
- Must be in good physical condition
- Must be able to think independently
- Preferred education background in physical education, exercise science, health education or related field; extensive practical experience and a strong interest in the health/wellness or related field
- Must pass CPR/AED/First Aid certification by an approved provider within 3 months from the original date of hire and maintain while employed
- Must have adequate vision to review documents, hearing adequate to interact with the public;
- Must be able to lift 45 pounds using proper technique
- Must be able to learn and follow local YMCA guidelines related to employment and benefits
- Occasional travel for training or games may be required
- Must understand, believe in and contribute to the mission of the Cane Bay Family YMCA

Physical Demands

- Must be in good physical, mental and emotional health and may be required to lift children and light equipment (5-50 pounds)
- Must be in constant awareness of the children's safety, ensuring that activities follow rules and regulation which limit risk to the participants
- Required to speak and hear
- Required to reach with and use hands and arms
- Must be able to stand, walk, climb, balance, stop, kneel, crouch or crawl
- Must dress appropriately for the weather as both indoor and outdoor activities are scheduled

Disclaimers

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations
- This job description may not be all-inclusive, and employee is expected to perform all other duties as assigned by management
- Job descriptions and duties may be modified when deemed appropriate by management

Employee Acknowledgement

I have received, reviewed and fully understand my job duties and responsibilities as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.