



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Location: **Cane Bay Family YMCA**

Job Title: **Sports Coordinator**

Reports to: **Executive Director**

SPORTS COORDINATOR JOB DESCRIPTION

Employment Status: Part-Time

FLSA Status: Non-Exempt

Schedule: Varies; evenings, weekends, tournaments, and special events required

Reports To: Sports Director or Designated Branch Leader

Compensation: \$15.00-\$18.00 per hour

POSITION SUMMARY

The **Sports Coordinator** is responsible for supporting the planning, coordination, implementation, and on-site supervision of high-quality youth and adult sports programs at the Cane Bay Family YMCA. Working under the direction of the Sports Director or designated branch leader, the sports Coordinator helps ensure that leagues, clinics, camps, tournaments, and recreational activities are organized, appropriately staffed, safe, and consistent with YMCA standards.

This position provides day-to-day operational leadership for assigned sports programs and serves as a primary point of contact for participants, parents and guardians, coaches, officials, volunteers, staff, and community partners. The Sports Coordinator is expected to demonstrate sound judgment, effective communication, strong organizational skills, and dependable follow-through.

The position plays an important role in creating a positive participant experience while ensuring that programs advance the YMCA's mission of strengthening community through **youth development, healthy living, and social responsibility**.

ESSENTIAL FUNCTIONS

1. Program and League Operations

- Coordinate the day-to-day operation of assigned youth and adult sports leagues, clinics, camps, tournaments, and recreational activities.
- Assist with seasonal program planning, registration, participant placement, team assignments, waitlists, and enrollment verification.
- Develop, maintain, and distribute team rosters, practice schedules, game schedules, league rules, standings, and other program information.
- Help ensure practices, games, tournaments, and activities begin and conclude according to established schedules.
- Maintain accurate participant, team, coach, official, and league records.

- Coordinate the ordering, inventory, distribution, collection, and storage of uniforms, awards, equipment, and program supplies.
- Ensure uniforms, signage, promotional materials, and other program resources are consistent with YMCA brand standards.
- Assist with evaluating programs and identifying opportunities to improve participation, program quality, customer service, and operational efficiency.

2. Staff, Coach, Official, and Volunteer Coordination

- Assist with recruiting, onboarding, scheduling, training, and supporting part-time sports staff, officials, volunteer coaches, and other program volunteers.
- Confirm required background screenings, certifications, child-protection training, and other required documentation before individuals begin independent service.
- Communicate schedules, assignments, league rules, responsibilities, and performance expectations clearly and in a timely manner.
- Provide appropriate day-to-day direction and support to sports staff, officials, coaches, and volunteers.
- Monitor attendance, punctuality, conduct, and performance during assigned programs.
- Address routine operational concerns and promptly elevate significant performance, conduct, personnel, or volunteer issues to the appropriate supervisor.
- Support coach, official, volunteer, and staff orientations and seasonal training activities.

3. Facility and Equipment Operations

- Coordinate the use of gymnasiums, athletic fields, courts, and other designated sports program areas.
- Prepare facilities and playing areas before practices, games, tournaments, clinics, and special events.
- Coordinate equipment setup, field or court preparation, signage, scorekeeping materials, tables, seating, and post-event breakdown.
- Inspect program areas, playing surfaces, and equipment for safety, maintenance, and operational concerns.
- Address conditions within the scope of the position and promptly report hazards, damaged equipment, or maintenance concerns requiring additional attention.
- Ensure appropriate equipment and supplies are available for scheduled activities.
- Maintain sports storage areas in a clean, organized, secure, and properly inventoried condition.
- Coordinate with Facilities, the Manager on Duty, and branch leadership when facility conditions affect scheduled programming.

4. Participant and Family Communication

- Serve as a primary point of contact for participants, parents, guardians, coaches, officials, and volunteers regarding assigned sports programs.
- Provide timely and accurate information concerning registration, schedules, practices, games, cancellations, league rules, uniforms, photographs, tournaments, and program changes.
- Conduct or support parent, participant, coach, and volunteer orientations as appropriate.
- Respond professionally and promptly to routine questions, concerns, and complaints.

- Work to resolve routine program concerns within the authority of the position and refer significant or unresolved matters to the appropriate supervisor.
- Document significant participant, parent, coach, volunteer, or program concerns for supervisory review and follow-up.
- Maintain professional and respectful communication in person, by telephone, through email, and through approved YMCA communication platforms.

5. On-Site Leadership and Supervision

- Provide direct on-site leadership during assigned weeknight practices, weekend games, tournaments, clinics, camps, and special events.
- Serve as the designated sports program point of authority when assigned responsibility for an activity.
- Maintain an active presence throughout program areas and monitor overall program operations.
- Promote and enforce YMCA expectations regarding sportsmanship, appropriate conduct, league rules, and facility policies.
- Address routine conflicts professionally and seek additional management assistance when circumstances require escalation.
- Coordinate with the Manager on Duty and other YMCA departments to ensure sports programming does not negatively affect overall branch operations.
- Communicate significant incidents, operational disruptions, staffing concerns, or facility issues to appropriate leadership promptly.

6. Safety, Child Protection, and Risk Management

- Follow all YMCA policies and procedures related to child protection, participant supervision, emergency response, incident reporting, concussion awareness, and risk management.
- Maintain program environments that prioritize the safety and well-being of children, adults, staff, volunteers, and guests.
- Confirm participants are appropriately registered and required waivers, releases, and program documentation are completed as required.
- Follow YMCA procedures regarding appropriate interactions with minors and maintain professional boundaries at all times.
- Respond to injuries, illnesses, emergencies, and safety concerns within the scope of training.
- Immediately report injuries, incidents, suspected policy violations, unsafe conditions, or other significant concerns according to YMCA procedures.
- Complete or assist with incident documentation accurately and within required timelines.
- Take appropriate action when unsafe behavior, equipment, or facility conditions are observed.

7. Administrative Responsibilities

- Maintain accurate attendance, registration, roster, coach, volunteer, official, equipment, and program records using designated YMCA systems.
- Assist with participation reports, program evaluations, seasonal reports, and other required documentation.
- Support budget monitoring, purchasing, equipment and supply tracking, and expense management as assigned.

- Assist with payroll and timekeeping verification for sports staff and officials when assigned.
- Maintain current program calendars, schedules, contact information, league records, and seasonal planning documents.
- Complete assigned administrative responsibilities and reports by established deadlines.
- Protect confidential participant, employee, volunteer, financial, and organizational information.
- Maintain accurate electronic and physical files in accordance with YMCA procedures.

8. Marketing and Community Engagement

- Support the promotion of YMCA sports programs, leagues, clinics, camps, tournaments, and special events.
- Assist with distributing and posting approved promotional materials.
- Coordinate with YMCA marketing staff regarding program information, photographs, promotional needs, and community outreach.
- Support appropriate collection of program photographs and success stories in accordance with YMCA policies and participant permissions.
- Represent the YMCA professionally at programs, meetings, community events, and other activities.
- Develop positive working relationships with schools, coaches, officials, families, community organizations, and other partners.

9. Mission, Leadership, and Teamwork

- Demonstrate and promote the YMCA core values of **Caring, Honesty, Respect, and Responsibility**.
- Support the YMCA's mission and contribute to a welcoming, inclusive, respectful, and service-oriented environment.
- Treat participants, families, employees, volunteers, officials, and community partners professionally and respectfully.
- Work collaboratively with Membership, Wellness, Aquatics, Youth Development, Facilities, Marketing, and other YMCA departments.
- Demonstrate reliability, professionalism, sound judgment, accountability, and ap

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this job description and understand the responsibilities and expectations of the Sports Program Assistant position.

I understand that this job description is not an employment contract or guarantee of employment, and that the YMCA may modify job responsibilities, schedules, compensation, benefits, and other conditions of employment consistent with applicable law and YMCA policy.

Employee Name: _____

Sports Program Assistant Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____