



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARKVIEW HUNTINGTON FAMILY YMCA

Youth Development Programs

Job Title: Sports Program Assistant
FLSA Status: Part-time
Reports to: Youth Programs Director

Job Code: 3131

Revision Date: 05/29/2020

Position Summary:

The Sports Program Assistant will help the Youth Programs Director coordinate, organize, and facilitate all sports programming. This position is required to learn and execute all the disciplines required to help manage the Y sports programs at various venues. This position will be in accordance with the policies and purpose of the Parkview Huntington YMCA.

Position Hours

20-25 hours weekly (weeknights and Saturdays)

Pay Rate Details

Starting Pay Rate-\$9/hr

Essential Functions:

1. Potentially refereeing/concessions/site representative for practices and games
2. Must reflect and uphold the mission and core values of the YMCA when dealing with people within the YMCA facility and in the community
5. Arrive ready to work at scheduled times
6. Wear approved uniform and maintain a professional appearance
7. Ensure that all required paperwork and all correspondence is complete, correct and distributed to parents/guardians/coaches in a timely manner (if applicable)
8. Engages in active listening and models relationship-building skills in all interactions with members, volunteers, coaches, participants, and staff members in order to build positive relationships and communicate our cause
9. Weekly meetings with Youth Programs Director to discuss all topics relevant to the sports program mission
10. Willingly perform other duties assigned

PHYSICAL DEMANDS:

Possesses sufficient strength, agility and mobility to perform essential functions and activities in the various disciplines of sports programs.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Has the ability to clearly articulate and support the mission and values of the YMCA.

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 program experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for all participants.

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.

QUALIFICATIONS:

- 1. High school graduate or equivalent (GED)**
- 2. MUST be at least 18 years of age.**
- 3. Experience with multiple sports and in different avenues (playing, coaching, refereeing, managing, etc.) and knowledge and understanding of game principles, specific to the program established**
- 4. Experience working with children preferably from all age ranges**
- 5. Organizational skills required to maintain effective management of other people in programs, as well as equipment**
- 6. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date (prior to starting date).**
- 7. Previous experience with diverse populations preferred.**
- 8. Must have reliable transportation to and from work**
- 9. Must be able to commit to weeknights and Saturdays**

I fully understand the above job description and its qualifications, and by signing, agree that I am able to fulfill the essential functions and physical demands of this specific job.

Print Name

Signature

Date