



Youth Sports Coordinator

YMCA ASSOCIATION
YMCA of Tuscaloosa County, Inc

Location

Benjamin Barnes Branch 2939 18th Street Tuscaloosa, AL 35401

Reports to: Executive Director

Revision Date: 01/27/2023

Job Description

Responsible for the organization, delivery and quality of YMCA youth sports program(s) to the membership and community. Works independently under general direction and is expected to determine how to accomplish tasks.

Qualifications

1. A Bachelor's degree (B.A.) from a four-year college or university in education, early childhood, physical education, human services or equivalent.
2. Knowledge of YMCA standards, sports regulations and requirements for basketball, baseball, volleyball, soccer, and innovative sporting programs as needed.
3. Ability to lead and engage diverse populations, demonstrated values, community program development, and fund raising.
4. Computer skills required.
5. CPR and First Aid certifications required.
6. Driver's license required, CDL License preferred.

All staff are required to complete Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; Blood borne Pathogens; Child Abuse Prevention and Reporting Awareness.

Note: Employees in this position may be encouraged, if otherwise qualified, to become authorized van (includes mini-bus) drivers. Pre-requisites for becoming an authorized van driver include: minimum age of 21, valid driver's license, at least three years of driving experience, and a driving record which meets or exceeds YMCA standards. Principal activities for authorized van drivers include:



Essential Functions

1. Promotes and incorporates the YMCA four core values and character development model into all program activities.
2. Recruits, trains, and develops non-exempt and part time program staff and volunteers.
3. Assists in the marketing and distribution of program information.
4. Organizes and schedules program registrations.
5. Compiles program statistics on a weekly basis.
6. Monitors and evaluates the effectiveness of and participation in program.
7. Develops and maintains collaborative relationships with other community organizations.
8. Develops and monitors program budget to meet fiscal objectives.
9. Secures and schedules other available athletic fields and facilities.
10. Coordinates use of branch facilities for program activities and events.
11. Establishes new program activities and expands program within the community in accordance with the Association and branch strategic plans.
12. Assists in branch fund raising activities and special events.
13. Responds to all member and community inquiries and concerns on a daily basis.
14. Organizes and conducts parent orientation meetings
15. Organizes and conducts coaches training and meetings.
16. Creates teams based on total number of registrations.
17. Develops and distributes team practice and game schedules.
18. Trains and schedules sports officials.
19. Develops and communicates sports rules, guidelines and handbooks.
20. Purchases and distributes team uniforms and awards.
21. Coordinates and distributes team photographs.
22. Organizes and hosts season parties and events.
23. Transports and sets up equipment for games and practices.
24. Monitors and purchases necessary sporting equipment.
25. Organizes and conducts sports clinics.
26. The candidate must be willing to participate in annual and campaign fundraiser events.

Job Requirements

1. To be successful, the candidate must meet education, training and experience requirements and must be able to demonstrate relevant critical knowledge, skills, and physical abilities.
2. Must be able to work nights, week-ends and some holidays.
3. Cause-Driven Leadership® Competencies
4. Mission and Community Oriented: Models honesty, caring, respect and responsibility. Practices inclusion and cross-cultural understanding. Models best practices of engaging and partnering with members and community. Assists in the orientation, training, and development of volunteers.
5. People Oriented: Uses positional authority appropriately. Effectively engages group dynamics to develop diverse teams. Effectively tailors communications and influence



strategies to the audience. Provides staff with feedback, coaching, guidance, and support.

6. Results oriented: Monitors qualitative and quantitative expectations. Encourages and supports curiosity, creativity, innovation and calculated risk-taking of others. Provide others with frameworks for decision-making. Develops plans and manages best practices through engagement of team. Cultivates relationships to generate funds. Effectively creates and manages budgets.
7. Personal development orientated: manages emotions appropriately. Shares new insights, facilitates change; models adaptability and an awareness of the impact of changes.