



## Cleveland County Family YMCA Job Description

**Position Title:** Sports Program Staff  
**Branch:** Ruby C. Hunt YMCA  
**Reports To:** Senior Sports Director

**Exempt Status:** Non-Exempt (PT)  
**Primary Function:** Youth Development  
**Leadership Level:** Leader

### POSITION SUMMARY:

Under the supervision of the Programs Director, as well as the Sports Coordinator, consistent with the Christian mission of the YMCA, the Sports Program Staff is responsible for the on-site implementation and delivery of the specific program to the participants, volunteers and all others involved with that program. Sports Program Staff must also connect participants to a deeper and more meaningful relationship with staff and other participants in the community as well as effectively build a sense of community within the program. Sports Program Staff must continually provide high quality services for members, participants and guests of the YMCA.

***\*Position will be expected to work evenings and weekends.\****

### KNOW HOW:

- Ability to develop and maintain levels of customer service with members and guests.
- The ability to represent the YMCA in a mature and professional manner, holding true to a commitment to the YMCA's values, philosophies and ideals.
- General sport specific knowledge in soccer, baseball, basketball and flag-football through education, experience or previous involvement in youth programs.
- Must have the communications skills and organizational ability to effectively manage staff, volunteers, equipment and resources of the program.
- Trainings and certifications: Infant/Child CPR, Adult CPR, AED, First Aid, New Staff Orientation, Child Abuse Prevention, ongoing YMCA 101 trainings. Certifications must be obtained within the first 60 days of employment or next available certification training. Failure to comply with attending trainings and obtaining and maintaining current certifications will result in pay reduction or possible termination.

### ESSENTIAL FUNCTIONS:

- Address questions and concerns of YMCA program participants with exceptional service and ensure adequate follow through in a timely manner.
- Contribute to the fulfillment of the YMCA mission.
- Acts as Sport's Season Organizer by assisting with promotion, registration and drafting of teams.
- Acts as officials', coaches' and scorekeepers' supervisor.
- Assists in fielding needs, preparations, safety and monitoring.
- Manages league schedules.
- Communicates information from YMCA to participants, parents, coaches and players.
- Implements special season events.
- Evaluation of season.
- Promotes YMCA membership to participants and community.

- Observes and adjusts approach to support all participants' capabilities, physical conditions, health and culture.
- Assists in maintaining equipment and informs director of any breakage or items needing replacement.
- Helps members and program participants connect with each other.
- Celebrates achievement of program participants related to program or personal goals, mastering of specific skill or overall health and well-being.
- Enforces facility policies and procedures.
- Attends staff meetings and other trainings as assigned.
- Responds appropriately to any/all safety concerns, reporting all incidents to direct supervisor and providing any necessary follow-up.
- Is an active participant in the YMCA's We Build People Campaign.
- Other duties as assigned.

#### **YMCA COMPETENCIES:**

- Relationships
- Communication
- Developing Others
- Inclusion
- Innovation
- Quality Results
- Functional Expertise (Healthy Living)

#### **PHYSICAL DEMANDS:**

- Smiling, sitting, climbing, crouching, standing, kneeling, walking, swimming (as applicable).
- Carrying, pushing, pulling, and lifting up to 50 pounds. Potential exposure to communicable diseases and bodily fluids.
- Stand or sit while maintaining alertness for several hours at a time.
- Bending, leaning, kneeling, and walking.
- Speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

#### **END RESULTS:**

- The mission of the YMCA is fulfilled within all member service and wellness areas.
- Quality run sports programs.
- Quality staff and volunteer development.
- Increased professionalism of YMCA services.
- Satisfactory attainment of the YMCA's goals and objectives.
- Growth in membership, high member satisfaction, increased member retention and loyal YMCA members.

*For more information, contact **Jordan Fricault** at [jfricault@clevecoymca.org](mailto:jfricault@clevecoymca.org) or call (704)669-645.*

***To apply for this position, complete an online application [HERE](#) .***

The YMCA: We're for youth development, healthy living, and social responsibility.  
YMCA Mission: Helping all people reach their God given potential in spirit, mind and body.