



Job Title: Sports Coordinator (Part time; Non Exempt)

Reports To: Sports Director

Department: Youth Development – Sports

Pay Scale: \$22-\$24/ hour depending on experience

GENERAL FUNCTION

Under the supervision and guidance of the Sports and Overnight Camp Director, the Sports Coordinator is responsible for officiating youth, teen or adult sporting events including, but not limited to: basketball, soccer, flag football, volleyball, etc. This position requires the individual to be the lead referee and mentor other referees. The Sports Coordinator will be the lead sports staff when the Sports and Overnight Camp Director is not onsite. The Sports Coordinator is responsible for supporting the Sports and Overnight Camp Director in season prep and execution such as promotion, set up and tear down. Will monitor play, ensure safety of all coaches and participants. Provide direct supervision of participants at both games and practices in a safe, enjoyable, positive and inclusive environment that welcomes participants of all skill and activity level. Provide a quality experience to participants focused on YMCA core values: caring, honesty, respect and responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is the lead staff person when the Sports Director is not onsite, act as substitute coach.
- Trains and mentors referees alongside the Sports Director, referees games in all sports seasons.
- Supports the Sports Director with admin tasks such as building teams, distributing fliers and onboarding volunteers
- Sets up/ tears down equipment for practices and games and checks game/practice areas for unsafe situations when necessary. Keeps the game area organized (i.e. equipment in proper places, remove lost items).
- Builds relationships with coaches and participants
- Completes and submits incident reports to supervisor
- Is a mentor to young YMCA participants that need extra guidance
- Maintain a positive image at all points of contact with members of the public.
- Supports in the promotional efforts for sports and camp programs.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Must be able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Perform other duties as assigned

QUALIFICATIONS

- Preferred secondary education in Recreation, P.E., Sports and Exercise Science or related field
- Must pass a security clearance and a full background check.
- Minimum 18 years of age
- Current CPR certification or willing to obtain within 30 days of hire
- General knowledge of recreation sports programs and equipment
- Must have willingness and desire to work with children and adults
- Follows and enforces YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Completes required training and certifications within established guidelines
- Comply with the organization's abuse risk management policies, maintain appropriate professional boundaries, complete required training, and promptly report any suspected abuse, neglect, or policy violations.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS AND ADDITIONAL REQUIREMENTS

- Must be able to lift/move a minimum of 100 pounds.
- Must be able to run, jump and stand for long periods of time
- Must be able to referee in various settings, including indoor and outdoor
- Attend and actively participate in staff meetings and trainings.
- Follow and enforce all YMCA rules, policies, goals and philosophies.
- Treat members, families, children, and staff with dignity and respect.
- Provide for the health and safety of members and participants at all times.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

Prepared By: Sports and Overnight Camp Director

Prepared Date: 12/09/2025

Approved By: Senior Health and Wellness Director

Approved Date: 9/09/2026