



**Job Title: Sports Support Staff at AMS
(Part-time; Non-Exempt)**

Department: Sports

Reports To: Sports Director

Salary: \$18-\$20/ hour

POSITION SUMMARY: The Sports Support Staff at AMS is a position primarily located at the Ashland Middle School providing lunch time sports programming for middle schoolers. They are responsible for the collaboration, creation, set up, delivery, and follow through of the Y Game On! Program. As their schedule allows they are also a support staff to the Sports Director for in season sports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for and supervises a group of children for our intramural sports program. This includes but is not limited to: frisbee, volleyball, basketball, soccer, etc.
- Demonstrates drills, games and activities to children within the context of AMS Intramural Sports.
- Referee Intramural Tournament Play. Setting realistic and age-appropriate expectations for participants.
- Leads participants through daily pre-approved schedules and lesson plans.
- Ensure participants are aware of rules, expectations, and goals.
- Adheres to program standards including safety protocols and maintains equipment, materials and cleanliness of spaces. Assists with opening and closing procedures.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Helps with attendance tracking.
- Cultivates positive relationships and maintains effective communication with AMS participants and staff. Models relationship-building skills in all interactions.
- Actively engages with youth and activities during the sports program. Encouraging to participants and remains patient when instructing.
- Attend and participate in all staff meetings and trainings as required.
- Support Sports Director with set up and tear down of daily practice activities as needed
- Assist Sports Director in duties as assigned.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Ability to serve as a positive role model and mentor in sportsmanship.
- Must be responsible and pay attention to details.
- Able to work alone as well as collaboratively in a team environment with a spirit of cooperation and sportsmanship in sports.
- Maintain a positive image at all points of contact with members of the public.
- Assist program directors with specific tasks as assigned.
- Maintain professional attitude/manner and respectfully take direction from supervisor.



QUALIFICATIONS

- Previous experience working with children in a childcare, camp, or classroom setting.
- 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.
- CPR/First Aid training within 30 days of hire date
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds
- Excellent communication and interpersonal skills
- Ability and willingness to fulfill responsibilities in accordance with program goals
- Knowledge and skills in leadership, sports, coaching, child development, etc.
- Must pass a security clearance and a full background check.
- Ability to lead and participate in a range of activities in a variety of outdoor/indoor sports.

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

- Must be able to lift/move a minimum of 50 pounds.
- Required to sit, stand, run, or maintain physical activity for extended periods of time.

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 Director
Prepared Date: 09/25/2025

Approved By: Senior Operations Director
Approved Date: 09/09/2026
