



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LIFE SPORTS COORDINATOR JOB DESCRIPTION

Job Title: **Life Sports Coordinator**

FLSA Status: Non- Exempt

Status: F/T

Reports to: Director of Healthy Living

Salary Range: \$28,000-\$34,999

Job Grade: Coordinator

Department: Healthy Living

Revision Date: December 2017

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Works with Director of Healthy Living and staff team to develop, organize and implement high quality, member-focused YMCA sports and recreational programs.

ESSENTIAL FUNCTIONS:

1. Directs and supervises aquatics, gymnastics, youth sports, and tennis center activities to meet the needs of the community and fulfill YMCA objectives.
2. Leads efforts to coordinate events designed to engage our community in active living, such as, but not limited to: Turkey Trot, Triathlon
3. Oversees personal training for members- ensures proper training of staff, scheduling and tracking, and works with Healthy Living Director to grow this aspect of member engagement.
4. Establishes new program activities and expands current program in accordance with strategic and operating plans.
5. Recruits, hires, trains, develops, and directs personnel and volunteers as needed. Develops strategies to motivate staff and achieve goals.
6. Monitors daily pool and tennis center operations to adhere to all state, local and YMCA health and safety regulations.
7. Works with facility staff to ensure proper maintenance of recreational facilities.
8. Assists in the marketing and distribution of program information.
9. Works with CFO and Director of Healthy Living to develop and monitor program budgets to meet fiscal objectives.
10. Provides staff leadership to Annual Campaign Team and assists in other fund raising activities and special events.
11. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
13. Performs other duties as assigned.

MANITOWOC-TWO RIVERS YMCA

PO Box 471 • 205 Maritime Drive, Manitowoc, WI 54221-0471

P 920-682-0341 • www.mtrymca.org



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YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities.. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. One to two years related experience preferred
3. Must be 21 years or older.
4. Completion of the following within 60 days of hire Child Abuse Prevention; CPR; First Aid; AED; Bloodborne Pathogens. Completion of Recreational Swimming Pool License within 90 days.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to participate in and supervise program activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____