



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YOUTH SPORTS LEAD JOB DESCRIPTION

Job Title: **Youth Sports Lead**
FLSA Status: Non- Exempt
Status: F/T
Reports to: Life Sports Coordinator

Salary Range: \$20,000-\$27,999
Job Grade: Lead
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 Life Sports Coordinator and staff team to develop, organize and implement high quality, member-focused YMCA youth sports and tennis programs.

ESSENTIAL FUNCTIONS:

1. Creates, promotes, and staffs high-quality youth sports programs designed to fill community need and nurture the potential of our community's youth.
2. Works with Life Sports Coordinator to schedule staff for youth sports and tennis.
3. Works with larger Y staff team to ensure highest and best use of our tennis courts.
4. Ensures records of staff certifications are current and complete.
5. Assists in the marketing and distribution of program information.
6. Assists in YMCA fund raising activities and special events.
7. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
8. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

QUALIFICATIONS:

1. One to two years related experience preferred.
2. Must be 21 years or older.
3. The following must be completed within 30 days of hire: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
4. 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 supervise program activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____