



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANITOWOC-TWO RIVERS YMCA YOUTH SPORTS COACHES JOB DESCRIPTION PAGE 1 - JOB POSITNG

Job Title: **Youth Sports Coaches**

FLSA Status: NonExempt-Hourly Part Time

Pay Range: Starting at \$12.00.

Reports to: **Associate Executive Director**

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### POSITION SUMMARY:

The Y is a community of people dedicated to serving others, nurturing children, and staying healthy in spirit, mind and body. This position is responsible for preparing and leading students through a youth sports curriculum, while building team relationships, fostering confidence, and guiding appropriate behavior in a safe environment. This position requires the ability to be innovative, adaptable, adventurous and creative.

### ESSENTIAL FUNCTIONS:

1. Instructs youth sports lessons in accordance with YMCA guidelines. Including set up and take down of equipment as needed.
2. Builds relationships with students and parents to help them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
3. Conveys information on youth sports programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Assists Associate Executive Director with special events within the youth sports program.
6. Attends staff meetings and trainings as scheduled.
7. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
8. Trains and supervises class aides as assigned.

### HOW TO APPLY:

**Submit application to Lisa Hollen at Payroll & Accounts Payable – Manitowoc Two Rivers YMCA, PO Box 471 Manitowoc WI, 54221**

**Phone: 920-482-1525**

**Email: lhollen@mtrymca.org**

**All applications will be kept on record for one full year, based on submission date.**

## MANITOWOC-TWO RIVERS YMCA JOB DESCRIPTION

Job Title: **Youth Sports Coach/Instructor**

FLSA Status: NonExempt-Hourly Part Time

Reports to: **Associate Executive Director**

Pay Range: Starting at \$12.00

Revision Date: 7/2022\_

### POSITION SUMMARY:

The Y is a community of people dedicated to serving others, nurturing children, and staying healthy in spirit, mind and body. This position is responsible for preparing and leading students through a youth sports curriculum, while building team relationships, fostering confidence, and guiding appropriate behavior in a safe environment. This position requires the ability to be innovative, adaptable, adventurous and creative.

### ESSENTIAL FUNCTIONS:

9. Instructs youth sports lessons in accordance with YMCA guidelines. Including set up and take down of equipment as needed.
10. Builds relationships with students and parents to help them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
11. Conveys information on youth sports programs and schedules and as appropriate refers students and parents to other programs.
12. Maintains records as required (i.e. attendance, progress reports, etc.).
13. Assists Associate Executive Director with special events within the youth sports program.
14. Attends staff meetings and trainings as scheduled.
15. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
16. Trains and supervises class aides as assigned.

**YMCA COMPETENCIES (Leader):**

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
<b>Developing Self &amp; Others</b>	<ul style="list-style-type: none"> <li>• Supports members, participants, or project teams in achieving their goals.</li> <li>• Reflects on and learns from successes and mistakes.</li> <li>• Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.</li> <li>• Volunteers for challenging tasks or projects in an effort to grow and develop.</li> <li>• Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).</li> </ul>	<ul style="list-style-type: none"> <li>• Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity.</li> <li>• Onboards and develops staff and volunteers for success.</li> <li>• Provides staff and volunteers with the support, time, tools, and resources necessary to set, meet or exceed goals.</li> <li>• Coaches others for continuous development, including analyzing performance gaps, building development plans, delivering appreciative and developmental feedback, and aligning passions and career goals.</li> <li>• Addresses sensitive issues, inappropriate behavior, or performance concerns to help the other person grow.</li> <li>• Shares and employs new learning to improve staff and personal performance.</li> <li>• Strives to understand and resolve conflicting feedback or ideas from multiple sources.</li> </ul> <p><b>+ Leader behaviors</b></p>	<ul style="list-style-type: none"> <li>• Holds others accountable for equitable staff hiring, promotion, and development.</li> <li>• Creates a learning environment that supports and promotes the acquisition, application, and sharing of new knowledge.</li> <li>• Guides others on how to strengthen knowledge, skills, and competencies that improve organizational performance.</li> <li>• Develops the feedback and coaching skills of others.</li> <li>• Engages in and champions ongoing feedback, coaching, and opportunities for informal and formal learning at all levels.</li> </ul> <p><b>+ Leader &amp; Team Leader behaviors</b></p>	<ul style="list-style-type: none"> <li>• Creates a vibrant cause-centered culture for staff and volunteers.</li> <li>• Fosters the development of staff and volunteers at all levels in the organization by engaging in ongoing feedback and coaching, creating succession plans, and providing resources and support for informal and formal learning at all levels.</li> <li>• Ensures the organization creates and prioritizes a staff development strategy that is consistent with CAUSE-DRIVEN LEADERSHIP®.</li> <li>• Seeks out personal learning that is aligned with or preparatory for anticipated changes in the organization.</li> </ul> <p><b>+ Leader, Team Leader, &amp; Multi-Team Leader behaviors</b></p>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Develops and maintains positive relationships with volunteers, members or program participants, and</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies and builds relationships with internal and/or external partners or</li> </ul>	<ul style="list-style-type: none"> <li>• Builds strong, strategic relationships with current and prospective partners inside and outside the Y.</li> </ul>	<ul style="list-style-type: none"> <li>• Makes collaboration an organizational priority.</li> <li>• Positions the Y as a community convener and</li> </ul>

**YMCA JOB DESCRIPTION FOR YOUTH WELLNESS INSTRUCTOR**

	colleagues at all levels of the organization.	key stakeholders to support programs or projects. <ul style="list-style-type: none"> <li>• Builds effective teams and committees by fostering common vision and plans.</li> </ul> <b>+ Leader behaviors</b>	<ul style="list-style-type: none"> <li>• Recruits key organizational partners with diverse perspectives and talents to better meet community needs and identified critical social issues.</li> <li>• Engages in collaborations with openness and desire to share leadership.</li> <li>• Creates processes to identify and manage collaborations effectively.</li> </ul> <b>+ Leader &amp; Team Leader behaviors</b>	collaborator to address critical social issues. <ul style="list-style-type: none"> <li>• Executes strategic alliances with other Ys, community organizations, and global partners to benefit the community (e.g., state alliances, health care facilities, schools).</li> <li>• Creates effective, sustainable, organization-wide collaborations.</li> </ul> <b>+ Leader, Team Leader, &amp; Multi-Team Leader behaviors</b>
<b>Functional Expertise</b>	<ul style="list-style-type: none"> <li>• Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• Uses best practices, guidelines, and industry standards as a framework to improve performance.</li> <li>• Demonstrates up-to-date knowledge and skills in the technology associated with the job.</li> <li>• Serves with purpose and passion.</li> </ul>	<b>SAME</b>	<b>SAME</b>	<b>SAME</b>

\*Leader is the category for all Manitowoc-Two Rivers YMCA employees who are not supervisors, managers, directors, etc. In this regard, **ALL** Manitowoc-Two Rivers YMCA employees are leaders.

**ABUSE RISK MANAGEMENT REQUIREMENTS (HIGHLIGHT ONE)**

<b>For employees who directly supervise youth</b>	<b>For employees who do not directly supervise youth</b>	<b>For supervisors and administrators</b>
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures to managing high risk activates and supervising youths	Reports suspicious or inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths

**YMCA JOB DESCRIPTION FOR YOUTH WELLNESS INSTRUCTOR**

Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> <li>• Custodians- ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations</li> <li>• Front desk personal-ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc.</li> </ul>	Responds quickly to policy and procedure violations using the organization’s progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization’s commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

**QUALIFICATIONS:**

1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification.
2. Must be able to demonstrate and/or guide others to demonstrate basic skills in accordance with YMCA standards.
3. At least 16 years of age.

**PHYSICAL DEMANDS**

Ability to instruct and observe participants in proper techniques.

**WORKING CONDITIONS (HIGHLIGHT ALL THAT APPLY):**

<b>walking</b>	<b>crouching</b>	<b>lifting 25lbs</b>	<b>sitting</b>	<b>stooping</b>	<b>kneeling</b>
<b>climbing</b>	<b>standing for long periods</b>	<b>carrying 25 lbs</b>	<b>pulling</b>	<b>jumping</b>	<b>twisting</b>

**EFFECTS & RESULTS:**

The Y: We’re for youth development, healthy living, and social responsibility.  
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**YMCA JOB DESCRIPTION FOR YOUTH WELLNESS INSTRUCTOR**

1. High quality youth wellness programs with efficient and professional trained staff.
2. Maintenance of a program designed to enhance children's self esteem.
3. This position will contribute to the overall mission of the YMCA to build strong kids, families, and communities.
4. Development and retention of positive community feelings toward the YMCA.
5. Creation of a program incorporating efficient operations with goals and objectives of the YMCA and serving children and their families in the most effective manner.
6. Encourage physical, emotional and intellectual growth in a safe and nurturing environment.

Other duties may be assigned to this position at the discretion of the Associate Executive Director.

I understand and agree to the above job as outlined in the above job description.	
_____ Staff Member Signature Date: _____	_____ Supervisors Signature Date: _____