



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF BLACK HAWK COUNTY POSITION ANNOUNCEMENT

Job Title: **Youth Sports Coordinator**
FLSA Status: Non-Exempt
Reports to: Youth Sports Director
Leadership Level: Leader
Primary Function(s)/Department(s): Youth Sports

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Coordinator is responsible for creating, implanting and running youth sports. They are also responsible for the health, safety, and welfare of each child enrolled in the program. He or she demonstrates leadership, shows active participation and enthusiasm when instructing. He or she also serves as a positive role model to all participants and other staff in accordance with the policies and procedures of the Family YMCA of Black Hawk County.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

The Youth Sports Coordinator will work 2-5 hours per week in the office creating a plan of what sports will occur when. He or she will

1. Serves as a role model to program participants, members and Y staff, and at all times lives the mission, vision and values of the YMCA.
2. Assist with planning and preparation of the sport that will be offered.
3. Assist in coaching as need and supervise the program every time it occurs.
4. Plan, prepare, and perform practices, skills, and games with the coaches prior to the sport while being that consist face each week to help participants feel welcomed and know who is in charge.
5. Assist the director in hiring youth sport coaches.
6. Assure all spaces are secured for the duration of the sport.
6. Fill in as needed or as a sub throughout the program.
7. Gather all equipment and supplies needed to run the program.
7. Know emergency procedures and be able to demonstrate them.
8. Report specific problems or needs to director.
10. Communicate with program participants and parents as needed.
11. Encourage the involvement of all children and parents.
12. Follow all rules, policies and procedures established by the Family YMCA of Black Hawk County.
13. Encourage fair play, sportsmanship and full participation.

QUALIFICATIONS:

1. Must be 16 years of age or over
2. Must complete and pass a background check prior to employment
3. Must have basic knowledge and understanding of working with youth.
4. Must be organized and dependable.
5. Previous experience coaching and/or working with children preferred.

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.

Pay Range: \$8.25-\$9.25/hour

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

TO APPLY: Please submit your resume and three references to:
Taylor Hulsing
Aquatic and Youth Sports Director
Family YMCA of Black Hawk County
669 South Hackett Road, Waterloo, IA 50701
thulsing@blackhawkyymca.org
For questions please call: 319-233-3531