



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

### **POSITION SUMMARY:**

Under the supervision of Sports & Recreation Director, the Sports Coordinator is responsible for assisting in program curricula and program coordination within Sports and Gymnastics. The Sports Specialist may be asked to help out in other departments as needed. This will include sports classes on and off site, recess programs, our youth basketball league, community outreach events, and Rye Y special events, with an emphasis on safety and participant/member satisfaction.

### **ESSENTIAL FUNCTIONS:**

1. Provide direct leadership and assist with coordination of the above-mentioned program areas and all associated classes; anticipate approximately 35 hours per week of instruction time.
2. Assist in managing administrative and coaching function for assigned classes, leagues, and special school events.
3. Take part in staff selection and scheduling of staff for sports classes as assigned.
4. Assist Sports & Recreation Director with the development of program curricula and lesson plans as assigned.
5. Execute program curricula and lesson plans based on the needs of class participants.
6. Consistently foster positive, disciplined, dedicated attitude and environment among participants.
7. Represent the Rye YMCA at on and offsite classes, coordinate logistics, preparation, and performance.
8. Assist in recruiting and training of new staff, adult and youth volunteers to assist in program areas.
9. Project a positive and enthusiastic image on the job at all times, to include wearing staff nametag and YMCA-labeled gear every day.
10. Cultivate strong working relationships with YMCA members, staff, participants, parents and families.
11. Participate in all required staff meetings and training workshops.
12. Maintain sports training through self-study, research, conferences, and workshop participation.

### **RYE YMCA**

21 Locust Avenue, Rye, New York 10580

P 914 967 6363 F 914 967 0644 [www.ryeymca.org](http://www.ryeymca.org)

13. Represent the YMCA positively and maintain relationships with other organizations and community groups.

**QUALIFICATIONS:**

- High school graduate with 2-3 years' experience in sports and/or recreation; college graduate preferred.
- Ability to respond to safety and emergency situations as well as have the patience and the ability to manage classes and lead staff and supervise groups of children.
- The ideal candidate must have the ability to lead all sports classes, assist with gymnastics preschool and recreation classes, and knowledge of age-appropriate activities.
- The ability to establish and maintain harmonious relationships with staff, YMCA members, class participants and the general public is essential.
- Must be proactive, self-directed, attentive, solution-oriented, dependable, and multi-task orientated; must have effective communication skills and the ability to develop effective working relationships.

**PHYSICAL DEMANDS:**

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

**HOURLY WAGE RANGE** (depending on skills/education/years of experience)

Job Type: Full-time

Pay: \$19.10 - \$22.52 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Gym membership
- Health insurance
- Health savings account
- Life insurance
- On-the-job training
- Paid time off
- Paid training
- Referral program
- Retirement plan
- Vision insurance

[RYE YMCA](#)

[21 Locust Avenue, Rye, New York 10580](#)

[P 914 967 6363 F 914 967 0644](#) [www.ryeymca.org](http://www.ryeymca.org)

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location: In person

**RYE YMCA**

21 Locust Avenue, Rye, New York 10580

P 914 967 6363 F 914 967 0644 [www.ryeymca.org](http://www.ryeymca.org)