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FOR SOCIAL RESPONSIBILITY

Job Title: **Sports & Recreation Coordinator**

FLSA Status: Full Time / Nonexempt - Job Level 4

Reports to: Senior Director of Sports & Recreation

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### **POSITION SUMMARY:**

Under the supervision of the Senior Program Director, the Sports & Rec. Coordinator is responsible for assisting in program curricula, administrative, and program coordination within Sports and Gymnastics programs. The Sports & Rec. Coordinator may be asked to help out in other departments as needed. This will include sports or gymnastics classes, recess programs, 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 preschool, and progressive gymnastics classes, and the above-mentioned program areas and all associated classes; anticipate approximately 15-20 hours per week of instruction time.
2. Assist in managing administrative duties for gymnastics and sports programs. Including staff selection for department as assigned.
3. Assist with the development of program curricula and lesson plans as assigned, in conjunction with the Sports & Recreation Director, based on needs of class participants.
4. Consistently foster positive, disciplined, dedicated attitude and environment among participants.
5. Represent the Rye YMCA at on and offsite classes, coordinate logistics, preparation, and performance.
6. Project a positive and enthusiastic image on the job at all times, to include wearing staff nametag and YMCA-labeled gear every day.
7. Cultivate strong working relationships with YMCA members, staff, participants, parents and families.
8. Participate in all required staff meetings and training workshops. Maintain sports training through self-study, research, conferences, and workshop participation.
9. Represent the YMCA positively and maintain relationships with other organizations and community groups.

### **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. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. 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. High school graduate and 2-3 years' experience in sports and/or recreation; college graduate preferred.
2. 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.
3. 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.
4. The ability to establish and maintain harmonious relationships with staff, YMCA members, class participants and the general public is essential.
5. 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.

**WORK SCHEDULE:** 4 days per week and Saturday

**WAGE RANGE:** \$21.00 - \$24.00 per hour