



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Twin Pike Family YMCA Job Description

Job Title: Program Coordinator

Status: P/T Pay: \$12/hour

FLSA Status: Non-Exempt

Reports to: Sr. Program Director

Department: Programs

Date: 01/03/2023

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### POSITION SUMMARY:

The Program Coordinator main responsibility is to organize and assist with the supervision of all Youth and Adult leagues and programs as required by the Sr. Program Director. Ensure a safe environment for our programs, sports, special events and general use areas of our facility. Although under the guidance of the Sr. Program Director, the Program Coordinator must be able to complete tasks autonomously, as well as be self-motivated to continue all tasks generated by the program/sports department. This includes assisting the Sr. Program Director in any needs necessary. This position requires extreme professionalism and communication between volunteers, participants, parents and sports officials. The Program Coordinator is expected to model all YMCA core values of respect, responsibility, honesty and caring. This position also requires that in the absence of the Sr. Program Director, the Program Coordinator will fulfill the responsibilities of the Sr. Program Director. Job responsibilities will change on a day-to-day basis based on program, sports and events schedules for the week.

This position requires day, evening and weekend hours. Schedule is flexible to allow for evening and weekend hours.

### Job Responsibilities:

- Responsible for setting up for youth and adult games prior to scheduled game/practice time and responsible for all equipment being in place prior to game/practice (painting soccer fields, setting up volleyball nets, lowering basketball hoops, etc.). Perform safety checks on equipment and inspect gym or fields for anything that could be harmful to participants prior to and during each game.
- Assist in creating and organizing teams, rosters and schedules.
- Assist in recruiting referees and volunteer coaches.
- Hand out information and answer any questions concerning programs.
- Serve as a role model and set the tone for the program.
- Supervise referees and volunteer coaches and enforce all program/game rules.
- Serve as a coach if one is not available.
- Be prepared to referee youth and adult sports at any time.
- Be present and visible at all times during programs/games or practices and events.
- Maintain open communication with the Sr. Program Director and co-workers, work with staff and members to create quality programs.
- Keeping inventory of supplies for programs/events.
- Delivering program/event flyers to schools and businesses.
- Maintaining disc golf course.
- Lead afterschool sports programs.
- Assist Property Director in set up/tear down of special events.
- Perform Strong Family's orientations in weight room as needed.
- Any additional tasks/duties that may arise as needed to support YMCA programs.
- **Professional Demeanor:** The Coordinator represents the Twin Pike Family YMCA in a positive, professional manner to the community.
- **Communicate Clearly:** The Coordinator must be able to communicate with the public when it comes to enforcing game rules and discipline in the game area. They must possess the necessary communication skills to communicate effectively with volunteer coaches, parents, participants and sports officials.



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- **Maintain Skills:** It is important for the Coordinator to be up to date on skills necessary. Is required to attend mandatory meetings and training sessions as scheduled. They must have knowledge and ability to demonstrate skills in CPR/AED and First Aid. Complete accident/incident report for any injuries and give appropriate treatment. Report all injuries/incidents as well as any unsafe playing conditions to the Sr. Program Director.
- **Punctuality:** The Coordinator must be at the program/game or practice site and events 30 minutes prior to scheduled time, more if required. Must remain after program/game or practice and events to answer participant and/or parent questions as needed and clean up supplies and equipment.

#### **QUALIFICATIONS/CERTIFICATIONS:**

- Minimum age of 18, High School Diploma or GED equivalent required.
- Prefer 1 to 3 year experience in the YMCA or equivalent recreational environment with knowledge of general health, wellness and sports.
- Friendly/outgoing personality and exceptional member/guest services.
- Must be able to work flexible hours including day, evenings and weekends.
- Successfully pass background checks.
- Must hold current First Aid, CPR/AED certifications or gain within 90 days of hire.
- Complete in-house and on-line Safety, Sexual Harassment, Child Abuse Prevention, Blood Borne Pathogens and other required trainings within designated time of hire.
- Valid Driver's License with clean driving record.
- Able to work independently and with minimal supervision. Organized and detail-oriented.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The Coordinator will work with various types of programs, members and participants. Be able to work in a variety of environments conditions; not limited to indoor/outdoor.
- Ability to perform all physical aspects of this position; including speaking, hearing, seeing, reading, writing, typing, walking, standing, bending, reaching, lifting 30+ pounds, cleaning and other necessary skills needed to complete required tasks.

#### **RESTRICTIONS:**

- The Program Coordinator is prohibited to teach YMCA members independently and to charge/collect fees directly. All teaching of YMCA members must go through our facility and operations. Failure to do so can lead to suspension/termination.
- All employees are required to work at least 8 hours per month to maintain complimentary membership status.
- All other guidelines must be followed in accordance with the Employee Handbook.