

Program Director Assistant (Part-time)

The Program Director Assistant will be responsible for aiding the Program Director in youth/adult sports, fitness programs and all other facility programs.

YMCA – Twin Pike Family YMCA

Location – Louisiana, MO

Job Description

Under the direction of the Program Director, the Program Director Assistant will be responsible for assisting the Program Director in organizing/preparing for YMCA events, filling in for existing program positions when needed, and also sharing with the Program Director the responsibility of supervising YMCA sports/events.

Qualifications

Age: At least 18 years of age

Education: High School Diploma or GED equivalent

Preferred Experience: 1) knowledge of rules and regulations for youth/adult sports, including but not limited to: basketball, softball, t-ball, soccer, flag football, and volleyball.

2) Personal training and knowledge regarding aerobic classes

Office Skills: Basic computer knowledge, phone etiquette, filing/organizing paper work, and good communication among other colleagues within the organization.

Physical Demands: Must be able to sit and/or stand for extended periods of time, bend, reach, and lift up to 50 lbs.

Flexible Hours Required: Must be able to work nights and weekends.

Essential Functions

- Expand current programs and implement new programs to generate revenue in order to secure funding for this position.
- Assist the Program Director in organizing/preparing for YMCA events, including but not limited to: community events, 5k/10k races, and youth/adult sports.
- Venue set up and/or cleanup for programs, including field preparation for softball and soccer.
- Fill in for pre-existing jobs, such as, sports referee/umpire, clock and/or score keeper.
- Site supervision for youth and adult sports programs.
- Be able to effectively communicate with parents and coaches.

- Have good interaction with the public and be able to work well with all age groups.
- Efficiently manage multiple duties under pressure with minimal or no supervision.

Benefits Offered:

- This position will be eligible for retirement benefits once 1,000 hours of service during each of any two 12-month periods, beginning with your date of hire or anniversary date, have been completed. The two years do not have to be consecutive. Once you have met the eligibility requirement, we will enroll you in the Retirement Plan automatically. Upon enrollment, you are immediately vested. The YMCA will contribute 8 percent of your total wages to this account.
- This position will also be eligible for a 20% discount on a Twin Pike Family YMCA membership.

Equal Employment Opportunity:

The YMCA is committed to providing a work environment that is free of discrimination. Equal employment opportunities regarding hiring, pay, promotions, benefits, and conditions of employment are extended to all employees and all qualified applicants regardless of age, race, sex, color, creed, national origin, mental or physical handicap unrelated to the ability to do a job or other characteristics protected by the law. It is the YMCA's policy that all hiring decisions shall be based on merit, qualifications and competence. This guideline governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

Salary

\$10.00 per hour

How to Apply

Deliver application to:

Twin Pike Family YMCA

614 Kelly Lane

Louisiana, MO 63353

Resumes Accepted Until November 3, 2017