

**Title:** Sports/Special Events Coordinator  
**Status:** Part-Time  
**Reports to:** Sports Director



**Job Summary:**

Organize and assist with the supervision of all Youth and Adult leagues and Special Events as required by the Sports Director. Although under the guidance of the Sports Director, the Sports/Special Events Coordinator must be able to complete tasks autonomously, as well as be self-motivated to continue all tasks generated by the sports office, its programs and director. This position requires extreme professionalism and communication between volunteers, participants, parents and sports officials. The Sports/Special Events Coordinator is expected to model all YMCA core values. This position also requires that in the absence of the Sports Director, the Sports/Special Events Coordinator will fulfill the responsibilities of the Sports Director.

**Job Responsibilities:**

- **Preparation** – Responsible for setting up for games at least 30 minutes prior to scheduled game time. More if required. Responsible for all required equipment being in place prior to game time. Look over the gym or fields for anything that could be harmful to participants prior to and during each game.
- **Professional Demeanor**– The coordinator/supervisor represents the YMCA of Hannibal in a positive, professional manner to the community.
- **Communicate Clearly** – The coordinator/supervisor must be able to communicate with the public when it comes to enforcing game rules and discipline in the game area. They must also possess the necessary communication skills to communicate effectively with volunteer coaches, parents, participants and sports officials.
- **Maintain Skills** –It is important for the coordinator/supervisor to be up to date on skills necessary. The coordinator/supervisor is required to attend mandatory meetings and training sessions as scheduled. They must also have the knowledge and ability to demonstrate skills in CPR and First Aid.

- **Punctuality** – The coordinator/supervisor must be at the game or practice site at least 30 minutes prior to scheduled time. At least one hour prior to game time if on the set up crew. Must remain after games or practices to answer participant and/or parent questions as needed, and clean up supplies and equipment.

### **Specific Responsibilities**

- Attend all scheduled meetings.
- Be punctual for all games or practices.
- Maintain open communication with your Sports Director and co-workers.
- Assist in creating and organizing teams, rosters and schedules.
- Assist in recruiting of volunteer coaches.
- Be present and visible at all times during all games and practices.
- Supervise all equipment set-up and tear down.
- Supervise all referees and enforce all program rules.
- Be prepared to referee at any time.
- Fill out accident/incident report for any injuries and give appropriate treatment. Report all injuries to Sports Director and well as any unsafe playing conditions.
- Serve as a role model and set the tone for the program.
- Hand out information and answer any questions concerning programs.
- Work with staff and members to create a quality program.
- Serve as a coach if one is not available

### **Restrictions**

- Coordinators/Supervisors are prohibited to teach YMCA members independently and to charge and 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.

**Skills, Education and Experience:**

- 18 years of age or older
- Most hold current First Aid, CPR certifications.
- Prefer 1 to 3 years experience in the YMCA of equivalent recreational area.
- Have a definite knowledge of the rules and policies of the YMCA and all related sports.
- Friendly and outgoing personality
- Exceptional member/ guest service
- Passion for the YMCA core values
- Attention to detail

**Physical Qualifications:**

- Speaking, hearing, seeing, reading, writing, typing, lifting, walking, standing, cleaning and other necessary skills needed to complete required tasks.

**Working Conditions:**

- The coordinator/supervisor will work with various types of program members and participants.

Pay Range: \$10-\$12 per hour