RIVER VALLEY REGIONAL YMCA
SPORTS PROGRAM REPRESENTATIVE JOB DESCRIPTION

Job Title: **Sports Program Representative**   Branch Location:

Reports to:

FLSA Status: **Non-Exempt**   Salary Range:

POSITION SUMMARY:

The Sports Program Representative will work with the Program Director to promote the highest quality of all youth sports programs. The sports coach will also support the Program Director with oversight and overall development and operations of all sports programs.

ESSENTIAL FUNCTIONS:

1. Develops, implements, and manages operating plans to promote program growth for the YMCA. Executes strategies to ensure that program participants connect with one another and connect with the YMCA.

2. Directs and supervises program activities to meet YMCA objectives. Expands the youth sports programs within the community in accordance with strategic and operating plans.

3. Provides leadership and support to the annual fundraising campaign and volunteer committees/ boards as assigned. Develops and maintains effective working relationships within the community.

4. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.

5. Assists in the marketing and distribution of program information, may organize and schedule program registrations.

6. Responds to all member and community inquiries and complaints in timely manner.

7. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in the program.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact

The Y: We're for youth development, healthy living, and social responsibility.

relationships. 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. Bachelor's degree in related field or equivalent.

2. One to two years related experience preferred.

3. Minimum age requirements may apply; for example, minimum age of 21.

4. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.

5. Completion of YMCA program-specific certifications.

Physical Demands:

1. Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility. Remain alert with no lapses of consciousness.

2. Meet strength and lifting requirements.

3. See and observe all sections of an assigned zone or area of responsibility.

I have read, understand, and accept the job description as written.

_____   _____   _____
      Printed Name of Employee   Signature of Employee   Date