



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Sports Site Supervisor**

Leadership Level: Leader

Reports to: Sports Director

Pay Range: \$20/hour

Department: Sports

Location: Brooks Family YMCA

POSITION SUMMARY:

The primary responsibilities of the Sports Site Supervisor are to be the point of contact for the Piedmont YMCA at assigned sporting locations such as the flag football field, the basketball court, the soccer field, and the volleyball court. The Sports Site Supervisor will assist with the setup, breakdown, and smooth operation of YMCA sporting events. Duties may include scorekeeping, refereeing, and assisting other YMCA staff members with their duties as needed. The Sports Site Supervisor will support the work of the YMCA, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility.

ESSENTIAL FUNCTIONS:

- Builds effective, authentic relationships with players, parents, and coaches; helps them connect with each other and the YMCA.
- Encourages parent involvement and identifies potential volunteers.
- Listens to concerns, resolves programs, and corrects inappropriate behavior. Documents situations and relays them to the Sports Director.
- Arrives at sporting events at least 30 minutes prior to event start time.
- Set up and break down equipment at sporting events.
- Ensures games run on time.
- Maintains records as required (i.e. game scores, player playtime, incident reports).
- Address injuries/inquiries at sporting events.
- Help referee when needed.
- Attends staff meetings and training as scheduled.
- Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Exhibit positive public relations. Wear the required YMCA attire to all games.
- Adheres to the YMCA core values of caring, honesty, respect, and responsibility.
- Other duties as assigned.

LEADERSHIP COMPETENCIES:

- Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership
- Building Relationships: Collaboration, Communication & Influence, Inclusion
- Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management
- Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Must have 1-3 years of site supervising or refereeing/coaching experience.
- Must possess oral, auditory, and written communication skills appropriate for interacting with both adults and children.
- Must be able to take initiative, have strong time management skills, and work independently in performing the duties of a Site Supervisor.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to be on their feet and may have to lift/pull equipment weighing up to 50 pounds.
- The employee is frequently required to sit and reach and be able to move around the work environment.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____

Employee's signature _____

Today's date: _____