



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Sports Assistant**
Leadership Level: Leader
Status: P/T
Reports to: Sports Director

Pay Range: \$12-\$13
FLSA Status: Non-Exempt
Department: Sports
Revision Date: 4/12/2022

POSITION SUMMARY:

This position will be the point of contact at Brooks Family YMCA sporting events, including flag football, basketball, soccer and volleyball. Assist in the overall program management, supervision, planning and implementing of youth sports practices, games and/or events for participants. Duties may include refereeing sports if short staffed and stepping in where needed. Encourages sportsmanship. Supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility.

ESSENTIAL FUNCTIONS:

- Arrives to games at least 15 minutes prior to game start time to properly prepares playing areas to ensure safety for all participants.
- Set-up and break down of equipment at sporting events/practices.
- Enforce rules/regulations for each sports league and instructional program and maintain records as required (i.e. game scores, player playtime).
- Maintains a safe and orderly environment. Take all necessary and reasonable, precaution to protect program participants, staff, equipment and facility.
- Listens to concerns, resolves programs and corrects inappropriate behavior. Documents situations and relays to Sports Director.
- Follows mandated abuse and incident reporting requirements.
- Help referee when needed.
- Builds effective, authentic relationships with players and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
- Attends staff meetings and trainings 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 required YMCA attire to all games.
- Adheres to the YMCA core values of caring, honesty, respect, and responsibility.
- Performs 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 be at least 18.
- Must have 1-3 years of site supervising or refereeing/coaching experience.
- Must have a keen desire to work with children and have the ability to relate to them in a positive, patient, sensitive and non-judgmental manner.
- Must be available to work nights and weekends.
- Must possess oral, auditory and written communication skills.
- Must be able to take initiative, have strong time management skills and work independently.
- Completion of following training requirements: Prior to first scheduled shift: Online training for Child Abuse Prevention, Workplace Harassment & Bullying, Universal Precautions, Information Security and Awareness. Within first 30 days of employment: ASHI trainings for CPR-Pro, AED, Oxygen and First Aid

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 the 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 frequently is required to sit and reach and must 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: _____