



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Sports Site Supervisor
Leadership Level: Leader
Status: P/T
Reports to: Sports Director

Pay Range: \$15-\$20/hour
Department: Sports
Location: Brooks Family YMCA
Revision Date: 11/8/21

POSITION SUMMARY:

This position will be the point of contact at Brooks Family YMCA sporting events, including flag football, basketball, soccer and volleyball. Assists with set-up and break down and ensures a smooth operation at Y sporting events. 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. This position must have availability to work two weekday evenings and Saturdays

ESSENTIAL FUNCTIONS:

- Ensures games runs on time.
- Arrives to games at least 15 minutes prior to game start time.
- Set-up and break down of equipment at sporting events.
- Maintains records as required (i.e. game scores, player playtime)
- Listens to concerns, resolves programs and corrects inappropriate behavior. Documents situations and relays to Sports Director.
- Address injuries/inquiries at sporting events.
- Referee games 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.
- 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 years old.
- Must have 1-3 years of site supervising or refereeing/coaching experience.
- Must possess oral, auditory and written communication skills appropriate for interacting with adults.
- Must be able to take initiative, have strong time management skills and work independently in performing duties of a Referee.

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: _____