



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Summer Sports Assistant  
Leadership Level: Leader  
Status: Part Time  
Reports To: Sports Director

Pay Range: \$14.00 - \$17.00 hourly  
FLSA Status: Non-Exempt  
Department: Sports  
Revision Date: 5/3/2023

### Position Summary

This position will be the secondary point of contact for the Brooks YMCA summer sports camps. The Sports Assistant will support the overall program management, supervision, planning and implementing of youth summer sports camps. Duties may include refereeing, instructing and game/event management. The Sports Assistant 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 scheduled shifts 15 minutes prior to game/event start time.
- Properly prepares playing areas to ensure safety for all participants including setup and breakdown.
- Enforces rules/regulations for each sports league and instructional program, following the YMCA Sports Department's mission of creating a safe environment for all participants.
- Takes all necessary and reasonable precautions to protect program participants, staff, equipment and facilities.
- Listens to concerns, communicates with participants and corrects inappropriate behavior.
- Assists in documenting incidents that occur during/at YMCA games/events
- Builds effective, authentic relationships with players and parents, and assists in creating connections between participants.
- Encourages parent involvement and identifies potential volunteers
- Exhibits positive public relations and wears required YMCA attire to all games/events
- Adheres to the YMCA core values of caring, honesty, respect and responsibility.
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
- Attends staff meetings and trainings as scheduled.
- 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, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

**Qualifications**

- Must be 16 years old or older.
- 1-3 years of refereeing, coaching or playing experience in specific sport.
- Must have a desire to work with children and have the ability to relate to them in a positive, patient, sensitive and non-judgmental manner.
- Must possess oral, auditory and written communication skills
- Must be able to take initiative, have strong time management skills and be able to work independently if necessary.

**Work Environment and Physical Conditions**

- 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 for extended periods of time.
  - To be sitting down for extended periods of time.
  - To lift/pull equipment weighing up to 50 pounds.
  - Move around in the work environment.

**Signature**

I have reviewed and understand this job description.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_