



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Travel Volleyball Coordinator**
Leadership Level: Team Leader
Status: Full-time
Reports to: Sports Director

Pay Range: \$45,760-\$52,000
FLSA Status: Exempt
Department: Sports
Revision Date: April 2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Assists the Sports Director to develop, organize and facilitate high quality competitive sport programs. The anticipated work schedule for the position is a 40-hour tentative work schedule due to peak tournament season schedules.

ESSENTIAL FUNCTIONS:

- Assists in planning, implementing, leading, instructing, promoting, supervising, and evaluating travel volleyball programs.
- Tracks performance measures for programs including roster management, survey data, and financial records.
- Follows financial collection and payment procedures for sport program registrations.
- Supervises weekend sport programming as needed.
- Develop and maintain positive partnerships with various community groups, schools, and community partners.
- Develop and manage travel sports programs, including scheduling practices, games, and tournaments.
- Communicate with parents, athletes, and coaches to provide updates and information.
- Assist the Sports Director to develop and distribute team practice and game schedules; train and schedule sports officials; develop and distribute sports rules, guidelines and handbooks.
- Assists in the marketing and distribution of youth sports program information, may organize and schedule program registrations.
- Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- 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:

- Bachelor's degree in related field or any combination of experience equally a bachelor's degree.
- One to two years related experience preferred.
- Minimum age requirements: 21.
- 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; Onboarding Orientation.
- Completion of YMCA program-specific certifications.

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 use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee must occasionally lift and/or move up to 50 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____