



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PART-TIME SPORTS COORDINATOR

Job Title: **Program Leader**

Reports to: Program Director

Revision Date: February 2021

POSITION SUMMARY:

Lead youth, adult, and family programs in Dubois, Perry, and Spencer County. Work with the CEO, Program Director, Sports Coordinator, staff and volunteers to implement programs through the service area. Most programs will occur evenings and weekends. Enhance program and membership loyalty through the implementation of the Tri-County YMCA Character Development program while meeting community needs through safe and effective programs and services.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives (see detailed list below).
2. Develops and maintains collaborative relationships with community organizations.
3. Monitor program budget to meet fiscal objectives.
4. Coordinates use of facilities for program activities and events.
5. Models relationship-building skills in all interactions. Responds to all program participants and community inquiries and complaints in timely manner.
6. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Minimum age of 18.
2. Typical requirements within 30 days of hire include: Child Abuse Prevention for Supervisory Staff, CPR, First Aid, & AED.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

LIST, BUT NOT LIMITED TO, OF PROGRAM SPECIFIC DUTIES

Adult Activities

- o Co-ed Volleyball
- o Heimatfest Volleyball
- o Adult Basketball

Pre-School Sports Programs

- o YMCA Basketball
- o YMCA T-Ball
- o Perry County Basketball
- o Perry County T-Ball
- o YMCA Kinder Kickers

Special Events

- o Assist with Special Events
- o Examples:
 - o Healthy Kids' Day
 - o School Field Trips
 - o Monster Dash
 - o Birthday Parties

APPLICATION:

Mail application to:
Christine Kleaving
131 E. 16th Street
Ferdinand, IN 47532

Visit <http://www.tricountyymca.org/about-your-y/job-volunteer-openings> for an application.

CONTACT INFORMATION:

Contact Christine Kleaving at christine@tricountyymca.org or 812-367-2323 with any questions.