



YMCA of Indiana County			
Employee Job Description			
Position Title:	Adult Sport Staff	Department:	Sports
Reports To:	Adult Sports Coordinator	Grade:	1
Classification:	Full time/ <b>Part Time</b> / Seasonal	Job Code:	ASMOD-7116

#### **GENERAL FUNCTION:**

Responsible for all fields or gymnasiums in use by the YMCA during the time the space is occupied for YMCA Adult Sports including offsite facilities as required. Oversees Adult sports leagues, communicates and enforces rules, safety and good sportsmanship. Demonstrates a commitment to YMCA core values or – Caring, Honesty, Respect, and Responsibility in all aspects of job performance.

#### **CORE COMPETENCIES:**

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

#### **KNOWLEDGE – SKILLS - ABILITIES:**

- Ability to understand the rules and procedures of a variety of sports/activities including: basketball, volleyball, flag football, etc.
- Completed pre-employment criminal background check
- Current state approved first aid/CPR certification
- Can speak well publicly and display an outgoing personality, enabling him/her to relate well to participants, volunteers and staff
- Skills in working with diverse populations, staff and volunteer supervision, values education, program development and fund raising. Must have good interpersonal, public relations and communication skills.

#### **JOB RESPONSIBILITIES:**

- Models at all times a professional demeanor and displays loyalty to YMCA Youth program's philosophy and policies.
- Assures compliance with YMCA quality standards as they relate to adult programs. Ensures program standards are met and safety procedures followed.
- Ensures upkeep of related facilities and equipment.
- Assists supervisor in management of sports leagues.
- Serve as an official, referee or time/scorekeeper as needed.
- Provide program participants with accurate league information as required.
- Actively works to recruit and retain program participants in youth and adult sports through marketing, quality assurance standards and evaluation tools.
- Distributes and possibly develops/produce informational material as needed for promotional and public relations uses, in conjunction with association marketing plans.
- Responsible for safety of all participants.
- Inspect and report any facility or equipment safety issues to supervisor

- Reports to work prepared with materials and equipment, dressed in approved attire.
- Knows emergency procedures and the location of emergency equipment.
- Keeps program attendance records, league standings, etc.
- Attends pre-session instructor meetings, staff meetings, and instructor workshops as required.
- Maintains all personal certifications, attends workshops and recertification trainings as needed or required.
- Prepares teaching area with necessary equipment.
- Returns all equipment to proper storage.
- Participates in participant recruitment or program promotions.
- Maintain a positive and cheerful attitude with staff, peers and program participants
- Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Must be able to stand for the duration of the shift
- Must be able to bend and stoop occasionally
- Must be able to lift 35 pounds occasionally

**EFFECT ON END RESULT:**

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position as outlined.
- Broad based and varied sports programming with high levels of participation and satisfaction.
- The development and maintenance of good staff relations and an increasingly effective lay leadership resulting in a smoothly operating team of laymen and staff.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.

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Employee

Date

Supervisor

Date