



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FOX VALLEY FAMILY YMCA

Job Title: **Youth / Adult Sports Staff**  
FLSA Status: Non-Exempt  
Reports to: Sports Director

Job Code:  
Job Grade:  
Revision Date:

---

### POSITION SUMMARY:

Instructs, coaches, and referees youth and adult sports programs in a safe, enjoyable, and positive environment that promotes participant wellness, education and engagement in accordance with YMCA policies and procedures.

### ESSENTIAL FUNCTIONS:

1. Leads energizing, fun, safe, and educational sports programs, as directed by the supervisor, to accomplish the YMCA mission and goals.
2. Must possess a working knowledge of one or more of the following sports: Basketball, Volleyball, Roller Hockey, Soccer, Flag Football. Must be personable, decisive and an effective teacher of the sport.
3. Must work effectively and build relationships with children of all ages, parents, and coaches.
4. Due to physical nature of the sports, must be able to stand for extended periods of time and participate in the particular sport that is being instructed.
5. Keeps accurate class attendance records and reports 15 minutes early to assigned shifts
6. Ensures timeliness, safety, and fairness of all games
7. Set up/tear down necessary sports equipment
8. Follows all YMCA policies and procedures; responds to emergency situations.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Required certifications: Current CPR certification, New Employee Orientation
2. Working knowledge/ playing experience of sport being instructed

**PHYSICAL DEMANDS**

Ability to perform all physical aspects of the position; including coaching, refereeing, participating, and instructing all sports programs, including walking, standing, bending, reaching, and lifting.

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 sit, use hands, fingers, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Acknowledgement by employee:

Date:

\_\_\_\_\_

\_\_\_\_\_