



## Union County Family YMCA Job Description

**Position:** Sports Assistant

**Report to:** Youth Development Director

**Department:** Sports

**Position Status:** Part Time

**General Function:** Assist the Youth Development Director with the development, organization, implementation, teaching, and evaluation of youth and adult sports programming.

### **Requirements/Qualification:**

- Must be 18 years of age or older
- High School Diploma or equivalent
- Knowledge in Sports
- Experience in coaching and reffing youth sports
- Current American Red Cross or American Heart CPR and First Aid Certifications and/or willing to obtain within the first 60 days of employment
- Criminal Background Clearance
- Availability to work in the evenings and weekends

### **Principle Activities:**

- Learn all essential information about the various YMCA sports programs.
- Under the direction of the Youth Development Director will assist in supervising YMCA youth, (may include picture days, practices, scrimmages, and games) and other YMCA special events.
- Responsible for making sure games, pictures, and scrimmages start and end on time.
- Communicate with coaches.
- Interact with parents and players.
- Hand out and manage any equipment necessary for games, practices, scrimmages, and pictures.
- Make sure fields and courts are ready for games and practices, for example basketball hoops are properly adjusted and soccer fields are lined.
- Check equipment, game and practice area for safety.
- Ensure umpires and referees are in attendance
- Responsible for filling in for coaches and umpires/referees who do not show up.
- Distribute program feedback forms and other Y information at YMCA Youth Sports events
- Report any problems to the Youth Development Director.
- Assist Youth Development Director with teaching youth sports programs.

- Follow all YMCA's policies and procedures.
- Ability to work effectively in a team environment.
- Support the programs and goals of the YMCA.
- Attend staff meetings and training as scheduled.
- Convey basic YMCA programs and schedule information to members and participants.
- Participate in YMCA special events as requested.
- Incorporate Character Development into activities.
- Assume any other duties directed by the CEO and/or Youth Development Director.

**Qualities:**

- Value oriented
- Strong Communication Skills
- Detail oriented
- Flexible
- Organized
- Ability to accept supervision
- Team player

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Youth Development  
Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO's Signature \_\_\_\_\_ Date \_\_\_\_\_