



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: Sports Coordinator

FLSA Status: Full Time, Exempt

Revision Date: January 14, 2025

Reports to: Sports Director

POSITION SUMMARY: Responsibilities of the position include supervision of staff & volunteers, development & implementation of sports programs and membership satisfaction. This individual must possess strong communication and program development skills, be outgoing, a self-starter and able to multi task. Must be available to work evenings and Saturdays.

ESSENTIAL FUNCTIONS:

- Provide leadership and vision in the improvement and development of existing youth and adult sports programs, brings new innovative youth sports and recreation program development to better meet the needs of members and the community
- Develops and maintains collaborative relationships with community organizations. Responds to all member and community inquires in a timely manner.
- Ability to work flexible hours as program needs arise. Ability to assist in various departments or programs as the need arises.
- Develops and distributes team rosters, team practice and game schedules; trains and schedules sports officials, develops and distributes sports rules, guidelines and handbooks. Issues team uniforms, awards, and team photographs. Organizes coaches meeting, including recruitment of coaches and in accordance works with our volunteer coordinator to determine coach's volunteer eligibility.
- Hire, train, supervise and lead Sports staff to produce outstanding results in program enrollment, attendance and quality.
- Monitors and evaluates the effectiveness of each program through means such as surveys parent/coach feedback, social media and any other means deemed necessary.
- Produces program guide information, creates and manages programs in Daxko, and collaborates with our marketing director to produce promotional material. Assists in the marketing and distribution of youth sports programs information.
- Purchases field permits, porta-potties, paint and assists with purchasing of program equipment.
- Set-up equipment and take down of equipment for each sport. Accountable for the maintenance, use, and inventory of all sports equipment.
- Review and update program operations systems, including computer registration, team rosters, office procedures, record keeping and program fees.
- Represents the YMCA at community events, as well as participating in the YMCA's major events including Healthy Kids Day, Heart and Sole Run, Membership Appreciation, Healthy Halloween and New Year's Day. Provides leadership in CDL duties when called upon.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Directors Signature: _____ **Date:** _____