



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

## **BILLINGS FAMILY YMCA JOB DESCRIPTION**

Job Title: Sports Specialist

FLSA Status: Part-Time, Non-Exempt

Revision Date: 11/2025

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### **Position Summary:**

The Sports Specialist is responsible for creating and maintaining a positive, safe, and engaging sporting environment for all participants. This role involves coaching and officiating various sports, interacting with parents, and promoting YMCA programming while upholding the YMCA's core values.

### **Essential Responsibilities:**

- Coach and referee sports in accordance with YMCA rules and values.
- Provide a safe, clean, and supportive environment for all children.
- Report all significant incidents to the sports coordinator promptly.
- Engage with parents and encourage their involvement in practices and team activities
- Officiate games fairly and positively, modeling good sportsmanship.
- Maintain a respectful and professional demeanor with participants, parents and fellow staff.
- Be flexible and willing to coach or assist with teams as needed.
- Complete additional tasks assigned by the leadership team.

### **CORE COMPETENCIES (ALL STAFF):**

#### **CUSTOMER SERVICE**

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to members' questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.

- Embrace new approaches and discover ideas to create a better member experience.

### **MISSION ADVANCEMENT**

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

### **TEAMWORK**

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

### **OPERATIONAL EFFECTIVENESS/SAFETY**

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

### **QUALIFICATIONS:**

1. Previous experience working with children, preferred but not required. Experience playing, coaching and or teaching youth sports a plus.
2. CPR, First Aid, AED certifications preferred.
3. Desire and ability to work with kids of all ages a must!

### **PHYSICAL DEMANDS:**

1. Must be in reasonable good physical condition and be able to work extended periods of time on his/her feet.
2. Ability to perform all physical aspects of the position; including walking, standing, bending, kneeling, and lifting.
3. The physical ability to supervise, instruct and lead groups of children relating to sports.
4. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**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:** \_\_\_\_\_