



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cortland County Family YMCA Job Description

Job Title: Youth Sports Instructor
Employee: _____
Work Location: Cortland Family YMCA
Department: Sports

Reports To: _____
FLSA: Part-time Non-Exempt

A Career with a Cause:

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Our purpose is to strengthen the foundations of communities and families through our key areas of focus: youth development, healthy living, and social responsibility. We are committed to these causes because a strong community is achieved when we invest in our children, health, neighbors, and values. Historically founded on the Christian principles of caring, honesty, respect, and responsibility; our mission is to put these principles into practice through programs that build healthy spirit, mind and body for all. We are for ALL.

General Functions:

Under the guidance of the Senior Program Director, the Youth Sports Instructor is responsible for providing support in the organization, delivery and quality of YMCA program(s) to the membership, program participants, and community. This position works independently under general direction and is expected to determine how to accomplish tasks. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.

YMCA Sports Department Quality Service Theme:

We create a positive atmosphere by offering competitive and non-competitive athletic activities, and emphasizing sportsmanship for all.

Essential Duties & Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Instructs the program activities and aids program growth.

- Responsible for creating lesson plans and facilitating towards their class.
- Responsible for equipment set-up and take-down.
- Assists in maintaining athletic facilities.
- Assists in monitoring equipment for maintenance needs and repairs.
- Promotes and incorporates the YMCA core values and character development model into all program activities.
- Assists in branch fundraising activities and special events.
- Gives the Supervisor and all member and community inquiries and feedback in a timely manner.
- Assists in monitoring daily operations to adhere to all YMCA health and safety standards and policies.
- Adheres to and promotes all Sports Department health and safety standards and policies.
- Maintain a written attendance record for each class.
- Punches in and out for their scheduled shift following company policy of punching in & out not more than five minutes prior to or after their scheduled shift.
- All other duties as assigned by the Supervisor.

Experience and Education:

- High School Diploma.
- At least three (3) years of work related experience with sport programs.

Qualifications:

- Demonstrates excellent planning and organizational skills, ability to handle multiple projects simultaneously.
- Effective interpersonal and communications (oral and written) skills, as well as the ability to build and maintain positive working relationships with Vendors, Directors and Staff of all levels.
- Ability to analyze and solve problems.
- Good time management skills.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens, Hazard Communication, NYS Combating Sexual Harassment in the Workplace, Child Abuse Prevention & Awareness, Slips, Trips, & Falls, and Safety & Survival in an Active Shooter Event trainings prior to assignment to initial position.
- Must hold CPR, AED, and First Aid certifications, or successfully complete these certifications, within the designated time frame per your branch requirements.
- Must attend and complete other trainings as assigned by director per branch requirements

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods

and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: 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.

Effective Return on Investment:

1. This position ensures the delivery of high quality mission and market driven programs and effective supervision of YMCA services in the areas of sports programs.
2. Ensure program activities meet the needs of the program participants are age appropriate, meet safety and YMCA standards at all times.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb a minimum of two flights of stairs (approximately every half-hour), lift/move and carry approximately 45 pounds, and use hands and fingers. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is normally performed in a typical sports/gymnasium environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Occasionally exposed to outdoor weather conditions and to wet and/or humid conditions in swimming pool areas may occur.

Americans with Disabilities Specifications:

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.

Acceptance and Acknowledgement Sign Off:

This position is not a contract. The Cortland County Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all YMCA policies and act as a role model in the adherence to the association policies.

I have read and understand the position description for the Youth Sports Instructor position, expected work schedule, and rate of compensation and I accept this position.

Incumbent Print Full Name

Incumbent Signature

Date

Supervisor Name, Title

Supervisor Signature

Date