

JOB DESCRIPTION

Aberdeen Family YMCA
5 South State Street
Aberdeen, South Dakota 57401



Position: Sports & Aquatic Coordinator

Supervisor:

Youth Sports and Program Director/Aquatic Director

Position Type: Full-time

Last Updated: July 2022

Position Status: Non-Exempt

GENERAL DESCRIPTION:

The Sports & Aquatic Coordinator position is responsible for assisting with youth sports and programs under the direction of the Youth Sports & Program Director and assisting with the aquatic department under the direction of the Aquatic Director. The position is also responsible for gym scheduling and the supervision of gym staff. The essential functions will be carried out in keeping with the goals and mission of the Aberdeen Family YMCA.

ESSENTIAL FUNCTIONS: *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

Youth Sports Program:

- Assist the Youth Sports & Program Director in the planning, development, administration, implementation and evaluation of the youth sports programs.
- Oversee, plan, organize and implement specific sports program, and/or various programs such as archery, racquetball, etc. Sport and program specifics will be determined and assigned in coordination with and direction of the Youth Sports & Program Director.
- Assist in coordinating the distribution of sports fliers to area schools and organizations.
- Assist in preparing and distributing coaching packets and provide support during program sessions.
- At the direction of the Youth Sports & Program Director, assist in planning and facilitating volunteer coach meetings.
- Assist in coordinating the scheduling of youth practices and games.
- Assist with opening, supervising and closing at each site while games are played; first one there and the last one to leave on game and event days.
- In coordination with the Youth Sports & Program Director seek out program financial support through sponsorships and donors.
- Assist with administrative duties for the Camp DreamMakers program. Provide support to the program director, be available to assist with camp and be present at camp as assigned.
- Assist with the planning, organizing and facilitation of Golf Balls for Smalls fundraiser with direction from the Youth Sports & Program Director.

Gym/Activity Center Coordination and Facility Rentals:

- Responsible for the scheduling of the gym and posting weekly gym schedules.
- Responsible for the hiring, training and supervision of gym supervisors.
- Coordinate gym and activity center rentals with the Membership Director.
- Responsible for room and gym setup for rentals and meetings as needed and requested.
- Monitor Behavior Tracking and document on the YMCA's Public Drive "P: Drive".

Aquatic Responsibilities:

- Maintain safe swimming conditions in the pool, deck and surrounding areas.
- Responsible for assigning cleaning duties to lifeguard staff and keeping them accountable.
- Scheduled for open swim lifeguard shifts modeling lifeguard standards and expectations. As needed and when not in conflict with other duties, may be scheduled for additional lifeguard shifts.
- Responsible for supervision of the lifeguard staff, providing effective feedback and direction in monitoring their duties and responsibilities.
- Communicate information and concerns to the Aquatic Director.
- Be a means of communication for aquatic staff and communicate to the Aquatic Director as needed.
- At the direction of the Aquatic Director, provide orientation and on-site training for aquatic staff.
- At the direction of the Aquatic Director, assist with the planning and implementation of aquatic staff in-service training and lifeguard audits.
- Scan and file chemical test logs and in-put monthly attendance log and swim test names.

Other Responsibilities:

- Availability to work varied hours: days, evenings and weekends. This position is routinely scheduled Tuesday – Saturday. Occasional Sundays or Mondays may be required to fulfill assigned job duties.
- Oversee the planning and facilitation of YMCA Family Events: Spooktacular, Parent’s Night Out and Family Luau.
- Ability to demonstrate effective management of staff- to address, accurately document and appropriately resolve difficult situations in a timely and professional manner.
- Completes assigned training in a timely manner.
- A willingness to commit to the mission of the YMCA.
- Promote YMCA membership, programs and services.
- Promote and incorporate the YMCA’s mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid, Lifeguarding and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.
- Assist in the marketing and distribution of program information.
- Positively communicate information on all YMCA programs.
- Assist with special events as needed.
- Actively participates in YMCA events.
- Work Manager on duty (MOD) shifts as assigned.
- Complete other duties as assigned.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Bachelor’s Degree (preferred)
- Experience working in a sports or athletic based position (preferred)
- Experience working in aquatics (preferred)
- Supervisory experience (preferred)
- Excellent written and oral communication skills.
- Lifeguarding Certification
- Proficient use of computers with working knowledge of various software programs.

- Ability to manage multiple projects.
- Positive, effective, calm and professional communication; verbally and written; with staff, members/guests, children and parents – tailoring the communication style to the appropriate audience.

POSITION DISTRIBUTION OF HOURS:

- **Fall/Winter/Spring: (approximate hours)**
Youth Sports & Programs – 30 hours
Aquatic – 10 hours
- **Summer: (approximate hours)**
Youth Sports & Programs – 10-15 hours
Aquatic – 25-30 hours
- **Lifeguard Hours:**
Fall/Winter/Spring: Wednesday & Friday open swim hours (will not be scheduled when in conflict with youth sports & programs), daytime shifts as needed, Saturday open swim when youth sports are not in session.
Summer: Wednesday, Friday and Saturday open swim hours, other hours as needed and not in conflict with Youth Sports & Programs.

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS: *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to stand and walk.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Occasionally required to lift and/or move up to 50 pounds.
- Frequently required to bend, twist or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.

COMPETENCIES: *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability, Analytical Skills, Attention to Detail, Collaboration, Cooperation, Customer Service, Delegation, Dependability, Initiative, Judgment, Leadership, Management Skills, Mission Advancement, Motivation, Operational Effectiveness, Oral and Written Communication, Personal Growth, Planning and Organization, Problem Solving, Professionalism, Quality Management, Safety and Security, Self-Control, Stress Tolerance, Teamwork.**

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate to loud.
The pool environment is warm and humid.
Wet or humid conditions.
Outdoor weather conditions.

Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401. Applications can be found on our website at aberdeenymca.org.