

JOB DESCRIPTION

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



Position: Youth Sports Coordinator

Supervisor:

Youth Sports and Program Director

Position Type: Part-time- 20 hours per week

Last Updated: July 2025

Position Status: Non-Exempt

GENERAL DESCRIPTION:

The Youth Sports Coordinator position is responsible for assisting with youth sports and programs under the direction of the Youth Sports & Program 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 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".

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.

- Assist with the 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 inquiries 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.
- Assist in the marketing and distribution of program information.
- Positively communicate information on all YMCA programs.
- Actively participates in YMCA events.
- Complete other duties as assigned.

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

- High School Graduate
- Experience working in a sports or athletic based position (preferred)
- Experience working in aquatics (preferred)
- Supervisory experience (preferred)
- Excellent written and oral communication skills.
- 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:

- **July-March: 20 hours per week (This position is available during youth sports peak seasons)** (an additional 9 hours per week could be in another department- for a total of less than 30 hours per week)

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.
- 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.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.

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 aberndeenyumca.org.