

WE WANT YOU ON OUR TEAM!

Find New Opportunities. Find Your Y. Current opening: Youth and Family Program Coordinator

POSITION REQUIREMENTS:

The Youth Program Coordinator is responsible for developing, organizing, implementing, and expanding high-quality youth sports and family programming in the community. In addition, the individual builds personal and meaningful relationships with members, participants, volunteers, guests and donors through hands-on program and service delivery & will help members connect with one another and with the Y and maintains a healthy and safe environment. 15 - 20 Hours a week and \$13.50 a hour.

POSITION REQUIREMENTS:

The position requires a minimum of 2 years of experience in Recreation, Health & Physical Education, Sports Management, or a related field. A BS/BA degree in Health/Physical Education or Recreation or its equivalent in academic preparation is preferred. The coordinator must possess good communication skills, have a strong background in youth sports development, have the ability to plan and market new programs, possess good organizational skills, oversee youth program expansion and be able to recruit, train and supervise volunteers working in their respective program areas. CPR and First Aid certifications are required but may be obtained within 30 days of hire. Must have satisfactorily passed a background check.

ESSENTIAL FUNCTIONS:

- Develops, implements, and provides direct delivery in programs. Expands programs within the community in accordance with strategic and operating plans.
- Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
- Assures compliance with federal, state, and local regulations. Ensures that program and membership standards are met, and safety procedures are followed. Ensures records of volunteer certifications are current and complete. Completes incident and accident reports as necessary.
- Models relationship-building in all interactions.
- Maintains all program equipment, including proper usage and storage of any program materials.
- Assists with program activities as needed.

OTHER FUNCTIONS:

- Develop and maintains collaborative relationships with community organizations.
- Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices.
- Monitors and purchases necessary sporting equipment as budget permits.
- Assists in the marketing and distribution of youth program information and may organize and schedule program registrations.
- Organizes and hosts season parties and events, including but not limited to birthday parties, family nights, and other events.
- Purchases and distributes team uniforms and awards. Coordinates and distributes team photographs.



MARION FAMILY YMCA
WOPAT YMCA CENTER
645 BARKS ROAD EAST
MARION, OH 43302
740-725-9622
Marionymca.org

QUALIFICATIONS:

1. Education: High school diploma or its equivalent (BS/BA preferred)
2. Two or more years of related experience preferred.
3. Must have the willingness to complete any necessary YMCA program-specific certifications.
4. Must have reliable transportation.
5. Must possess excellent time-management and organizational skills.
6. Must be able to use typical business software and office equipment.
7. At least 18 years of age.
8. Working Saturdays is required for this position.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- 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.
- The incumbent must be able to frequently sit, use his/her hands and fingers, stand, walk, type, reach, climb, balance, stoop, crouch, kneel, climb a ladder, and climb a minimum of two flights of stairs multiple times each day. The incumbent must be able to lift and/or carry and move up to fifty pounds. Specific vision abilities require close, color, distance, peripheral, depth, perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.

TIMELINE FOR HIRING:

- Vacancy is Currently Open
- Applications Accepted until the position is filled
- Applicant Screening beginning immediately

**Submit the following to Andrew Grimes
agrimes@marionfamilyymca.org**

Cover Letter; Resume; and four references one of whom must be a family member.

Direct questions to: Andrew Grimes
Marion Family YMCA 740-725-9622

agrimes@marionfamilyymca.org