



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF METRO NORTH JOB DESCRIPTION

Job Title: **Youth Sports Instructor**

FLSA Status: Non Exempt

Reports to: Youth Sports and Enrichment Coordinator

Revision Date: August 2017

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### POSITION SUMMARY:

Under the direction of the Youth Sports & Enrichment Coordinator, youth sports instructors are responsible for assisting in planning, developing, and implementing sports/enrichment classes for the Youth Development Program. All staff will guide the development of children, ensuring a safe, enriching, and healthy environment. Instructors should have experience with sports and working with children.

### ESSENTIAL FUNCTIONS:

1. Assists with the day-to-day operations of the Youth Development program, meeting all YMCA policies.
2. Meets the individual physical, social, emotional, and intellectual needs of the participants.
3. Provides careful, attentive supervision, and is alert at all times.
4. Works with Youth Sports & Enrichment Coordinator to ensure proper maintenance of gymnasium, field and all related equipment.
5. Uses a diverse selection of materials, equipment and experiences for all participants. Sports programs should accommodate for a variety of individual needs and backgrounds, as well as be age-appropriate.
6. Helps to implement activities, experiences, and routines, under the guidance of the Youth Sports & Enrichment Coordinator
7. Helps to provide a program that adheres to all YMCA health and safety standards.
8. Helps to provide a program that exhibits high standards in cleanliness and presentation.
9. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
10. Upholds the association's child protection policies, child abuse, and neglect guidelines and proper reporting procedures at all times.
11. Demonstrates appropriate decision making skills
12. Reliably works assigned shifts.
13. Demonstrates a working knowledge of the YMCA mission values, purpose, and goals.



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### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

1. Certifications required within 30 days of hire: CPR/AED and First Aid
2. Must possess and demonstrate the ability to engage in all activities associated with the daily care, activities, and routines of program's children, including but not limited to interacting with children at floor level, physical education activities such as running, jumping, etc., lifting children and equipment.
3. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
4. Must be capable of directing daily administrative, program-related, and supervisory responsibilities of a youth development program.
5. Significant experience with sports, especially basketball, preferred.

**Employee Signature:** \_\_\_\_\_

**HOW TO APPLY:** Please forward resume to:

Kelly Harrington  
Youth Sports and Enrichment Coordinator  
kharrington@metronorthymca.org