



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Corona-Norco Family YMCA**

### **Job Description & Performance Standards**

**Position:** Program Coordinator - Sports  
**Classification:** Part-Time – Non-Exempt, 15-25 hrs per week, evenings and weekends  
**Location:** Corona-Norco Family YMCA (1331 River Rd.)  
**Reports to:** Sports Director  
**Salary Range:** \$18-\$22, depending on experience

#### **Job Description Summary:**

The Program Coordinator is responsible for assisting in the overall performance of the Association's Sports program. This position provides on-site leadership for programs currently in operation. This position's schedule will be focused on evenings and weekends, as that is when programs are predominantly running.

#### **Qualifications**

- Minimum 2+ years of program coordination experience with sustained growth, preferably within a YMCA environment or other nonprofit agency.
- Demonstrated ability to produce positive results in key areas of programming to include member engagement, fiscal management, risk management, membership recruitment, and retention.
- Ability to utilize all available resources to ensure the decision-making process is accurate and precise.
- Demonstrated commitment to the mission, purpose, and cause of the YMCA.
- Ability to establish and maintain positive relationships within the organization, including the external community. Maintains a client service and hospitality mindset.
- Proven communication skills, to include both written and verbal communications, as well as demonstrated platform and public speaking ability.
- Demonstrated ability to work harmoniously with staff, volunteers, members, and the community
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

#### **Essential Functions**

- Responsible for organizing, scheduling, and promoting youth sports programs, maintaining health & safety and youth protection standards, and all related record keeping and proper reporting to Y administration.
- Provide an overview of programs to parents and others, including specific skill and character development activities, including the desired outcome for each sports program.
- Maintaining and exhibiting "Best Practices" and skills knowledge for each sport.



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- Responsible for maintaining positive communication with parents to ensure a smooth enrollment process
- Attends and is an active participant at all staff meetings and recommended training programs as necessary
- Assist with publicity and registration in the YMCA Sports Programs
- Assists with the preparation of YMCA special events as required
- All other duties as assigned

Current Sports:

- Soccer
- Basketball
- Flag Football

### **Physical Requirements:**

- Ability to sit, walk, and stand for extended periods
- Ability to bend, lean, and stretch
- Fine manipulation and simple power grasping ability required
- Ability to lift up to 35 pounds
- Ability to drive and must have own car for business purposes

### **Cause-Driven Leadership® Competencies**

**Mission Advancement:** Reinforces the Ys values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

**Collaboration:** Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

**Operational Effectiveness:** Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

**Personal Growth:** Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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.