



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **Field/Gym Supervisor**

FLSA Status: Non-Exempt, Part-Time Hourly

Reports to: Program Director

Association: Quincy YMCA

Branch: Quincy

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### POSITION SUMMARY:

Under the direction/guidance of the Program Director, supervising all aspects of game day operations. This includes opening bathrooms, setting up fields, making sure all umpires and scorekeepers show up on time. Responsible for all games starting on time and handling upset coaches, players, or fans. Field/Gym Supervisor must fill out accident reports for any injury's and ejections.

### ESSENTIAL FUNCTIONS:

1. Start all games in a timely fashion.
2. Arrive at least 45min before the start of the first game.
3. Set up and Clean up of game day activities.
4. Dealing with upset coaches, players, and fans. If necessary ejecting fans that are out of control.
5. Making sure all ejected coaches, players, or fans leave the YMCA property.
6. Writing accident reports when any ejections or injury's happen on the YMCA property.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values; demonstrates a desire to serve others and fulfill community needs.

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;

Operation Effectiveness: Makes sound judgments and transfers knowledge from one situation to another.

Personal Growth: Pursues self-development that enhances job performance.

### QUALIFICATIONS:

1. Field/ Gym Supervisor must have a general knowledge of rules for the sport they are supervising.
2. Field/Gym Supervisor must be able to fill in and umpire, referee, and keep score.
3. Field/Gym Supervisor must be CPR/AED and First Aid certified.
4. Field/Gym Supervisor must demonstrate excellent verbal and interpersonal communication skills.
5. Field/Gym Supervisor must demonstrate responsibility and patience.

### PHYSICAL DEMANDS

1. Be able to lift at least 25 pounds.
2. Be able to perform all athletic movements needed for the sport you are officiating.

**EFFECTS ON END RESULTS**

- 1. Accepts and demonstrates YMCA values. Works effectively with people of different background, abilities, opinions and perceptions.
- 2. A scorekeeper needs to display a positive enthusiastic attitude while announcing games. Have communication with umpires, referees, and coach’s. Pronounce name to the best of ones ability.
- 3. Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings.
- 4. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date