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FOR SOCIAL RESPONSIBILITY**

## **Quincy Family YMCA Job Description**

Job Title: **Sports Coordinator**

Reports to: CEO

FLSA Status: Non-Exempt

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### **POSITION SUMMARY:**

The Sports Coordinator is responsible to manage the overall execution of existing programs at the Quincy YMCA and to develop new and innovative programs to drive growth and enable us to serve more people in the community. In addition, the Sports Coordinator will be responsible to lead and develop a diverse team of employees and volunteers, as well as manage the departmental budget to ensure program sustainability.

Focus areas will be sports (youth, adult, family.)

This position will have very high expectations for driving growth across all programming, bringing innovation through the development of new programs, and ensuring quality in every program we deliver to the community!

### **ESSENTIAL FUNCTIONS:**

1. Develop & implement high-quality programs.
2. Drive growth in programming both by increasing participation in existing programs and by developing new and innovative programs to serve more.
3. Ensure unparalleled quality for all programs – new and existing.
4. Hire, train, and supervise staff and volunteers in assigned areas. Lead people and organize activities for efficiencies and effectiveness.
5. Develops and controls department budgets so that resources are devoted to top priorities and strategic objectives.
6. Work collaboratively with marketing and membership staff to effectively promote and support programs.
7. Develop and nurture relationships with program participants, parents, staff, community members, etc.
8. Ensure sustainability for all programs – both operationally and financially.
9. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
10. Continued pursuit of improvement and excellence in everything we do.



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### **QUALIFICATIONS:**

- Bachelor's degree preferred in related field.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Proven track record of developing authentic and deepened relationships with others.
- Ability to establish and maintain collaborations with community organizations.
- Proficient with computers and working experience with Microsoft Excel, Word, and PowerPoint.
- CPR and First Aid certifications may be required (will be provided).

### **WORK ENVIRONMENT & 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 employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- 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 must occasionally lift and/or move up to 20+ pounds.

### **Compensation:**

Base salary \$18.00/hour plus bonus for converting non-member families to membership.

### **Contact:**

#### **TO APPLY:**

Please send any questions, or to apply send your resume & cover letter to:

Kristen Lay, Director of Business Services [kristenl@quincymca.net](mailto:kristenl@quincymca.net)