



## FREMONT FAMILY YMCA JOB DESCRIPTION

Title: Part-Time Recreation Coordinator  
Reports to: Director of Sports and Youth Programs  
FLSA Status: Exempt

### **Position Summary**

Part-Time Recreation Coordinators must be passionate and motivated to develop and conduct successful programs at the Fremont Family YMCA (FFY). Programming at the FFY is expected to be managed and delivered at a high level of coordination, communication and adapt to the changing needs of the members and trends in the field. Ensure the promotion of programming growth, safety, member satisfaction and member retention through sports and non-sports program participation and facility excellence.

### **Core and Strategic Functions**

#### **High Quality Programs, Services and Facilities**

- Assist and carry out sports and non-sports program goals and lesson plans as determined by Director of Sports and Programs. Work with supervisor to develop objectives and goals for each program session
- Teach rules, fundamentals, and enhance basic skills in sports programs. Emphasize teamwork and sportsmanship
- Ensure program instruction is age appropriate, progressive, and meets the needs of participants. Understand skills for ages 5-17, while utilizing differentiated instructions
- Ensure health, safety, and well-being of children in programs by providing close supervision of all activities
- Create an atmosphere in which all participants can have fun, are safe, and learn the importance of teamwork and sportsmanship in a supportive environment
- Provide input in the development of existing and new sports and recreation programs to better meet the needs of members and the community

#### **Additional Responsibilities**

- Collaborate with other part-time Rec Coordinators in sports and non-sports programs
- Create excitement about daily programming in members and potential-participants
- Ensure cleanliness of program spaces during and between activities
- Obtain YMCA Coaching 101 Training within 90 days of hire
- Obtain CDC HEADS UP Concussion in Youth Sports certificate within 30 days of hire
- Actively participate in all training sessions, designated meetings, and special events

**FFY Competencies**

Mission and Community Oriented: Accepts and demonstrates FFY values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits quality staff and builds effective, supportive working relationships with them. Provides assigned staff with orientation, training, development and recognition. Enrolls new staff in FFY onboarding sessions when hiring. Ensures high level services.

People Oriented: Takes initiative in developing others. Builds rapport and relates well to others. Speaks and writes effectively. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Results Oriented: 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 judgements, transfers learning from one situation to another.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Holds staff accountable for high-quality results using a formal process to measure progress. Develops plans and manages best practices through the engagement of team. Effectively manages budgets.

Personal Development: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights.

Working Schedule: This position requires night and weekend availability to deliver sports and non-sports programs on-site and at various locations within Fremont.

**Position Qualifications**

- Maintain First Aid/CPR/AED certifications
- Experience in or ability to learn designated program activities
- Ability to communicate effectively with members of all ages
- Ability to work independently and create meaningful experiences from basic instruction
- Excellent verbal and written communication skills
- Strong interpersonal and customer service skills

This job description may not be all inclusive. Employees are expected to perform all other duties as assigned and directed by supervisor. This job description and duties may be modified when deemed appropriate by supervisor or top management.

Signature \_\_\_\_\_ Date \_\_\_\_\_