



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SPORTS SITE SUPERVISOR

Job Title: **Sports Site Supervisor**

FLSA Status: Non-exempt

Primary Department: Sports

Reports to: Associate Executive Director

POSITION SUMMARY:

The Sports Site Supervisor will be responsible for overseeing all operations and functions of assigned sports activity, clinic, camp, league, or tournament. This includes managing staff, ensuring customer satisfaction, and maintaining the facility. The ideal candidate will have strong leadership skills, knowledge of sports equipment and rules, and experience in customer service. They should also be detail-oriented and able to multitask in a fast-paced environment. The Sports Site Supervisor will report to the Associate Executive Director and work closely with sports interns. This is a part-time position with flexible hours, including evenings and weekends.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Directly carries out leadership responsibilities to effectively oversee, guide and evaluate officials and/or volunteers according to YMCA policies.
2. Actively supervise program participants, ensuring their guidance and safety at all times.
3. Supervise youth and adult programs/events as assigned on weeknights/weekends.
4. Is responsible for assuring the outlined procedures before, during and after an activity/event/game are fully completed by self and staff.
5. Properly prepares activity/playing areas to ensure safety for all participants.
6. Is visible and available to staff, coaches, participants and fans to answer questions.
7. Communicate in a timely, positive and professional manner with all participants, families, officials, and coaches.
8. Listens to concerns, resolves problems and corrects inappropriate behavior. Documents situations and relay them to the YMCA Sports Director as needed.
9. Surveys parents/participants/officials/coaches on a regular basis to obtain feedback, develop rapport, learn about issues, document the YMCA impact, etc.
10. Perform other duties as assigned.

Hastings Family YMCA
1220 W. 18th St/1430 W. 16th St.
Hastings, NE 68901
P 402-463-3139

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. 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.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of the team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Self-motivated with organizational skills
2. Ability to read, write, talk, and hear.
3. General sports knowledge and ability and desire to learn sports
4. Ability to work independently and with others
5. Self-starter; able to work well without constant direction
6. Able to be creative and have the capability to think outside the box
7. Ability to act quickly and effectively
8. Have strong communication and leadership skills
9. Ability to handle tense situations
10. Professional demeanor and attitude at all times
11. Confidence to thrive under pressure
12. Possesses a strong understanding of the YMCA and its purpose, mission and values
13. Must be a minimum age of 18

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.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____