JOB DESCRIPTION

GYM COORDINATOR
(Saturdays, part-time/seasonal)

Job Title: Gym Coordinators, part-time (8 positions available)

Reports to: Sports Coordinator and/or COO

Time Commitment: Saturdays, beginning Oct 16th – Dec 4th (not during the Thanksgiving weekend), times vary between 7:30 am – 2pm, in one-hour increments depending on how many games played in the assigned gym.

Rate of Pay: $15/game

POSITION SUMMARY:
Under the direction of the Sports Coordinator and/or COO, coordinates the basketball activities in one of several elementary school gyms around town: Broadwater, Bryant, Central or the YMCA before, during and after youth rec basketball games. Two (2) coordinators per gym will serve as timekeepers, set up/take down chairs for teams, getting games started, managing the flow of spectators, etc.

ESSENTIAL FUNCTIONS:
- Supervise his/her assigned gym/field in a safe and well-maintained environment. Ensure that all trash, debris, clutter is removed during play.
- Maintain a safe and healthy environment for all players, coaches, staff, and families, by all YMCA rules/policies.
- Ensure that all equipment is safe and well-maintained, setting it up prior to program and securing it at the end of the program.
- Build relationships with coaches and families.
- Serve as a Y role model for players, coaches, staff and families, while maintaining an enthusiastic attitude.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to pass a background check.

EDUCATION and/or EXPERIENCE: Some basketball knowledge is helpful, but not necessary.