



## **Sports and Recreation Coordinator Job Description**

The Youth and Family Center, a proud United Way member agency, is searching for a talented and energetic Sports and Recreation Coordinator. The Sports and Recreation Coordinator is responsible for the planning and implementation of the direct instruction for youth sport recreational classes, programs, camps and adult and youth sports leagues.

### **Responsibilities:**

- Create, organize, and supervise seasonal youth league programs; recruit players and coaches; train coaches; officiate games, coordinate banquets, order equipment and uniforms; schedule games/practices as needed, etc.
- Evaluate available recreation/sports opportunities for school-age youth and conceive, develop, and implement new leagues and or classes to fill gaps.
- Teach recreational enrichment classes during after school and summer camps or as assigned by the Program Manager/Director.
- Assist in coordinating other youth enrichment classes.
- Administer Adult Sports Leagues (softball, basketball, etc.): register players; assign captains; supervise team "drafts"; schedule games, officials, scorekeepers; order supplies; supervise games.
- Supervise scorekeepers and manage the contract with the Referees and Umpires associations.
- Work as part of the Camp team during school breaks.
- Collaborate with the Program Director to create a recreation/league marketing plan that includes class descriptions, website content, communication strategies/channels, and development and distribution of collateral materials.
- Perform all necessary administrative responsibilities, including but not limited to phone calls, emails, recruitment of new participants, and other program-related duties.
- Manage inventory of recreational and sports league equipment, ensuring that the amount of equipment is sufficient for program needs and that equipment is in good working condition.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Plan, coordinate, schedule, promote, lead, and evaluate recreation programs and special events.
- Research and assist in formulating safety policies and procedures.
- Analyze and report outcomes.
- Assist in the development and monitoring of the Sports and Recreation program budget.
- Partner with other program staff to develop and carry out developmentally appropriate recreation and fitness activities.
- Create daily fitness challenges.
- Coordinate gym use and rentals with Outreach and Finance departments.
- Other duties as assigned.

### **Knowledge, Skills & Abilities:**

- Able to receive and delegate tasks to recreation groups and volunteer help.
- Ability to prepare written reports.
- Able to organize and prioritize workload.
- Able to effectively communicate verbally and in writing.
- Establish and maintain strong working relationships with participants and coworkers.
- Possess knowledge of the principles and techniques of planning, organizing, promoting, and evaluating recreation programs.

### **Education and Experience:**

- minimum bachelor's degree in sport/recreation management, education or related field
- minimum 2 years working with youth is preferred

### **This is a Part- Time Position**

To apply please send cover letter and resume to: [bjones@theyfc.org](mailto:bjones@theyfc.org)

No Phone Calls

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