



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Basketball Coordinator
Salary: \$10.10 - \$13.00
Leadership Level: Team Leader
Center
FLSA: Non-Exempt – Part Time

Reports To: Operations Director
Department: Multiple
Work Location: New Haven YMCA Youth

Work Schedule: Monday – Thursday 3:00pm to 8:30 PM & Saturdays

A Career with a Cause:

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. Maintains a supportive positive atmosphere that welcomes and respects all individuals, responds to member and guest needs, and promotes programming. Coordinates all aspects of basketball as it relates to programming for the YMCA. With the guidance and direction of the Operations Director this position will help to develop, organize and implement high quality YMCA basketball programs to achieve strategic goals.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants connect with each other and the YMCA.
- Implements recruitment of participants and volunteers.
- Helps coordinate and supervise basketball activities to meet YMCA objectives.
- Expands youth and adult basketball program within the Y in accordance with strategic and operating plans.
- Communicates with staff, participants, and members in a timely and professional manner and answers questions that will support a positive experience with the Y.
- Sets up equipment for games and practices; monitors and purchases necessary sporting equipment as budget permits.
- Help create teams and help to organize and conduct parent orientation meetings, and training and meetings for coaches.
- Help to develop and distribute team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
- Based on the vision and direction of the Operations Director, this position directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
- Helps to create a member-focused culture and models relationship-building skills in all interactions. Fosters a climate of innovation and resolves problems to ensure member satisfaction.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- Maintains physical presence at all times while on duty, monitors and administers safety checks, remains aware of surroundings and participants ensuring a pleasant, professional, and safe environment.
- Maintains area, equipment, and supplies in an orderly and safe manner. Assists in maintenance and upkeep as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse; and supports other staff to do the same.
- Attends all mandatory meetings and trainings.
- Performs other duties as assigned by Operations Director.

YMCA Leadership Competencies:

- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Experience, Education, and Qualifications:

- Must be at least 18 years of age.
- High School Diploma Required.
- 2+ years of related experience preferred.
- Proven track record of building program participation and relationships with members, participants, and volunteers
- Excellent interpersonal skills are critical and essential to the success of this position
- Demonstrates excellent planning, organizational, attention to detail, and time management skills
- Possesses and demonstrates excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency
- Able to work flexible schedules

Trainings & Certifications:

- Must complete New Employee Orientation and Child Abuse Prevention and Mandated Reporter trainings prior to initial assignment to position.
- Must complete Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to initial assignment to position.
- Must complete department onboarding within the first 30-days of employment.
- Must obtain YMCA Member Service Trainings within 60 days of hire.
- Must hold and maintain CPR, AED, and First Aid certifications prior to initial assignment to position.
- Must complete Emergency Oxygen Administration Certification within the first 90 days of employment.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Membership Coordinator be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- Members, Participants, and Staff are confident and comfortable with the YMCA.
- Participants and staff set and achieve personal goals.
- Membership is conducted according to the YMCA of the USA standards.
- Membership staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Ability to perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

www.cccymca.org

www.newhavenymca.org

Application Information:

Submit a cover letter, resume, and three references by May 30, 2019 to Jisel Cordero, Operations Director, Jcordero@cccymca.org.