



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cleveland County Family YMCA

Job Description

Position Title: Coord. of The First Tee & Junior Golf Prog.

Exempt Status: Non-Exempt

Branch: River Bend YMCA Golf Course

Primary Function: Youth Development

Reports To: CEO

Leadership Level: Leader

POSITION SUMMARY:

Under the supervision of the CEO and consistent with the Christian mission of the YMCA, the Coordinator of The First Tee of the Foothills and Junior Golf Program is responsible for making a lasting impact on children and families through programs at the River Bend YMCA Golf Course. We are looking for an individual who has the ability to lead and inspire staff, volunteers, children, parents and peers. This leader will have a heart for ALL and directly impact the lives of children and families.

Pay Range: \$10-\$12 per hour, average 20 hours per week

KNOW HOW:

- Previous experience with golf and working with children is preferred.
- Ability to develop and maintain levels of customer service with members, participants and guests.
- The ability to represent the YMCA in a mature and professional manner, holding true to a commitment to the YMCA's values, philosophies and ideals.
- General sport specific knowledge through education, experience or previous involvement in youth programs.
- Must have strong and professional communication and interpersonal skills and organizational ability to effectively manage staff, volunteers, equipment and resources of the program.
- Must have strong computer skills with an emphasis on work processing and data base recording.
- Must be able to handle multiple tasks while remaining focused and able to prioritize and work independently, completely assignments in a timely manner while ensuring a high level of accuracy and detail.
- Proven ability to work with diverse situations and teams while being creative and flexible.
- Trainings and certifications: Infant/Child CPR, Adult CPR, AED, First Aid, New Staff Orientation, Child Abuse Prevention, ongoing YMCA 101 trainings. Certifications must be obtained within the first 60 days of employment or next available certification training. Failure to comply with attending trainings and obtaining and maintaining current certifications will result in pay reduction or possible termination.

ESSENTIAL FUNCTIONS:

- Assist with marketing and advertising of all sports programs with flyers, newspapers, TV, personal contacts, web site and any other means necessary or assigned.
- Responsible for registration setup and registration data entry for programs.
- Responsible for ordering supplies and equipment as instructed.
- Assisting all programs with data entry, distribution of any printed materials to participants and volunteers, evaluation data gathering and recording, and logging volunteer hours.
- Assist with financial administration of department (i.e. submitting and filing copies of check requests).
- Address questions and concerns of YMCA program participants with exceptional service and ensure adequate follow through in a timely manner.
- Contribute to the fulfillment of the YMCA mission.
- Communicates information from YMCA to participants, parents, etc.

- Implements special season events.
- Evaluation of season.
- Promotes YMCA membership to participants and community.
- Observes and adjusts approach to support all participants' capabilities, physical conditions, health and culture.
- Assists in maintaining equipment and informs director of any breakage or items needing replacement.
- Helps members and program participants connect with each other.
- Celebrates achievement of program participants related to program or personal goals, mastering of specific skill or overall health and well-being.
- Enforces facility policies and procedures.
- Attends staff meetings and other trainings as assigned.
- Responds appropriately to any/all safety concerns, reporting all incidents to direct supervisor and providing any necessary follow-up.
- Is an active participant in the YMCA's We Build People Campaign.
- Other duties as assigned.

YMCA COMPETENCIES:

- Relationships
- Communication
- Developing Others
- Inclusion
- Innovation
- Quality Results
- Functional Expertise (Healthy Living)

PHYSICAL DEMANDS:

- Smiling, sitting, climbing, crouching, standing, kneeling, walking, swimming (as applicable).
- Carrying, pushing, pulling, and lifting up to 50 pounds. Potential exposure to communicable diseases and bodily fluids.
- Stand or sit while maintaining alertness for several hours at a time.
- Bending, leaning, kneeling, and walking.
- Speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

END RESULTS:

- The mission of the YMCA is fulfilled within all member service and sports areas.
- Quality run programs.
- Quality staff and volunteer development.
- Increased professionalism of YMCA services and improved personal growth and skill set.
- Satisfactory attainment of the YMCA's goals and objectives.
- Growth in program participation, YMCA membership, high member satisfaction, increased member retention and loyal YMCA members.

The Cleveland County Family YMCA is a mission driven association. Only apply if you are a servant leader and want to be a part of a world-class staff team.

For more information, contact Cameron Corder at CCorder@CleveCoYMCA.org or call (704) 669-3622. To apply for this position, complete an online application [HERE](#).

Taking applications through October 29, 2017

The YMCA: We're for youth development, healthy living, and social responsibility.
YMCA Mission: Helping all people reach their God given potential in spirit, mind and body.