

# YMCA of Greater Seattle

## VOLUNTEER JOB DESCRIPTION

Volunteer Job Title: **Youth Sports Coaches & Officials**

### **GENERAL FUNCTION**

Coaches team at practices and games according to league rules and YMCA guidelines.  
Officiates at games according to league rules and YMCA guidelines.

### **ENTRY REQUIREMENTS**

1. 18 years or older (assistants can be 16+). \*
2. Desire to work with and sincere interest in children and sport.
3. Ability to communicate to children at all levels, regardless of skill.
4. Positive role model for children.
5. Current state approved first aid certification.\*
6. Current state approved CPR certification for toddlers and children.\*
7. Experience participating in, or working with, program area.
8. Ability to respond to safety and emergency situations.
9. Prefer knowledge of and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.

\* May be required as determined by branch.

### **CORE COMPETENCIES**

*1. Supports the Mission, Vision and Direction of the YMCA:* Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

*2. Builds Community:* Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

*3. Provides a Quality Experience for Members, Participants, Internal Customers and Others:* Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

*4. Works Productively:* Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

*5. Uses Effective Personal Behaviors/Communicates Effectively:* Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

### **YOUTH SPORTS MISSION & PHILOSOPHY**

### *Mission Statement*

The YMCA of Greater Seattle youth sports programs encourage and promote youth and sports by placing a priority on family involvement, healthy competition rather than rivalry, the value of participation over winning, team building as well as individual development, a positive self-image and a sense of fair play and mutual respect for others.

### *Philosophy*

Sports are a great opportunity to teach values like caring, honesty, respect and responsibility. YMCA Youth Sports help young people to become better players and better people by emphasizing skill development instead of competition. Our **sports philosophy** is based on the eight following principles:

1. **Safety first!**
2. **Participation** – everyone plays
3. **Fair play** – we teach RESPECT
4. **Family involvement** – youth sports is a family program
5. **Volunteers** – volunteers are the foundation of our program
6. **Teamwork** – we focus on cooperation not competition
7. **Skills** – we emphasize the FUNdamentals
8. **Fitness** – regular cardiovascular exercise is important

### **OFFICIAL PRINCIPAL ACTIVITIES**

1. Officiate and educate players at games in a positive way; keep a good “game flow”.
2. Arrive early to set-up area play, begin game on time, take-down area of play when finished and care for equipment.
3. Enforce the rules and equal playing time policy.
4. Provide a welcoming, healthy and safe environment at all times.
5. Develop relationships with Coaches, players, families, and YMCA Youth Sports Staff to communicate announcements and/or concerns.
6. Participate in orientation, meetings and fundraising as needed.
7. Adhere to YMCA Youth Sports goals, objectives, mission and philosophy.
8. Assist Coach (es).

### **COACH PRINCIPAL ACTIVITIES**

1. Serve as a positive role model - SMILE!
2. Provide a welcoming, healthy and safe environment at all times with appropriate supervision.
3. Plan/prepare lesson plans for practices, allowing adjustments and teaching skills in developmentally appropriate progressions.
4. Enforce the rules and equal playing time policy.
5. Involve parents in practices, games and special events when appropriate.
6. Participate in orientation, meetings, officiating games and fundraising as needed.
7. Adhere to YMCA Youth Sports goals, objectives, mission and philosophy.
8. Find own replacement in case of absence.
9. Provide necessary first aid and document accidents and injuries.