

Scott County Family Y Job Vacancy Notice

Position: Sports Official

Supervisor: Program Coordinator

Location: Varies

Department: Youth

Pay Range:

\$7.25-\$9.00 per hour

Hours:

Varies

How to Apply: Submit application in person at Davenport Family Y, 606 W 2nd St, Davenport, IA 52801 or email to ASampson@scottcountyfamily.org

Guiding Principles for all Scott County Family Y Staff:

All staff members are expected to support and follow the Scott County Family Y mission to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. To this end, all staff members are expected to model, reinforce, and develop the core character values of Caring, Honesty, Respect, and Responsibility.

General Function:

Under the general direction of the Program Coordinator and Youth Sports Director, the Sports Official is responsible for the health, safety, and welfare of each child enrolled in the program, demonstrates leadership, shows active participation in the programs, activities, and field trips, and serves as a positive and wholesome role model to all participants and other staff in accordance with the policies and procedures of the Scott County Family Y.

Knowledge and Know How:

The Sports Official must attend all RSVP trainings. The individual will be responsible for maintaining status of all certifications. The Sports Official must stay attentive to all rule and policies that pertain to officiating youth sports. This individual will have good people skills, knowledge of YMCA membership and programs, good communication skills, and be mature and responsible.

Principal Activities:

1. To model the values of caring, honesty, respect, and responsibility.
2. Facilitate the teaching of caring, honesty, respect, and responsibility in Y programs.
3. Provide “extraordinary” member services and responsiveness to members needs.
4. Provide direct supervision to program participants at all times.
5. Dress according to the Scott County Family Y dress code.
6. Demonstrate professionalism in executing tasks.
7. Ensure safety to all participants, including receiving appropriate First Aid, AED, CPR and Mandatory Reporter training.
8. Know emergency procedures and location of emergency equipment.
9. Attend all in-service trainings and staff meetings.
10. Maintain a clean and safe work site; assist custodial staff as needed to ensure a clean and safe environment.
11. Prepares incident reports accurately, consistently and in accordance with established timelines. Communicate to supervisor in writing, accident and discipline situations which require corrective actions. Seek guidance from supervisor in unusual circumstances.
12. Performs all other duties as assigned.