



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: Basketball Specialist/Trainer

Reports To: Sports Director

FLSA: Non-exempt – Part-time

Work Location: East Area Family YMCA

Work Schedule: Hours will vary based on the needs of the client; mostly weekday's after 4pm and weekends

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the supervision of the Sports Director, the Basketball Specialist/Trainer will assist in ensuring that the members of the YMCA of Greater Syracuse receive the appropriate guidance in their pursuit to achieve goals. The Basketball Specialist/Trainer is responsible for creating a safe and enjoyable experience at the East Area Family YMCA. To achieve this environment, the Basketball Specialist/Trainer must deliver safe and effective training programs, enforce all gym program policies and ensure that member needs are met through constant attention to detail. The incumbent is a team player who demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.

YMCA Sports Department Quality Service Theme:

By encouraging healthy lifestyles, we make a positive difference in people's lives.

Essential Duties and Responsibilities:

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

Deliver and lead a safe & effective program:

- Maintain all YMCA Core Values (Caring, Honesty, Respect, and Responsibility).
- Will design safe and effective training programs based on member goals.
- Meet with clients one-on-one for initial assessment after receiving their registration forms.
- Maintain a written attendance record for all training sessions with each client.
- Demonstrated ability to relate to and work with people of diverse backgrounds and work cooperatively with all staff.
- Responsible for maintaining an appointment schedule and communicating any changes to that schedule with the client and supervisor.

Maintain a safe environment:

- Review all policies outlined in the procedure manual regarding emergency procedures relating to injury or illness of a member.
- Know and enforce all sports program policies, procedures and rules in a consistent, fair and firm manner.
- Ensures a safe, effective and motivating training plan for clients, respond to incidents, accidents and emergencies appropriately, calmly and professionally.
- Protect the organization and the members from harm or suit.
- Never perform personal functions while on duty i.e. any type of phone call to include texting, writing, reading, exercising, talking to friends or other employees. Remember you are here to train your client.
- Report emergency maintenance needs immediately to the maintenance department.
- Record and report any faulty equipment and/or lapse in maintenance. Process work request form and forward to Maintenance department and Department Director.
- Administer proper CPR/AED in accordance with training and facility procedures.

Maintain a pleasant and professional Sports environment:

- Contribute to the success of the Sports program; be on time for all appointments, and be prepared to conduct a safe and enjoyable program with your client.
- Conform to all dress codes as provided by the Department Director.

Basketball Specialist/Trainer, Job Posting

May 14, 2018

Page 1 of 3

Posting Period: 5/14/18 – 5/28/18

- Work with fellow staff members and treat them with respect and always talk of them in a positive manner, supporting one another.
- Ensure that the needs of all members are met through constant attention to detail.
- Be flexible and adaptable in order to accommodate members' needs and wants.
- Be able to answer members' questions, concerns, and complaints in a timely and courteous manner.
- Communicate and educate in a knowledgeable and professional manner.
- Respond to change and requests within the Sports Department with flexibility ensuring efficient operation.
- Demonstrate teamwork and organization by communicating problems or constructive criticism to the Department Director at the end of your class.
- Assist with inside and outside promotions as they relate to the Sport program.
- Attend all mandatory in-house trainings and meetings.
- Maintain basic knowledge of other program offerings to help serve member's needs.
- Other duties as assigned by Supervisor.

Experience and Education:

- High School Diploma or GED equivalent.
- At least three (3) years of work related experience managing sport programs.

Relationship Building Skills:

- Make members feel comfortable and at ease.
- Be open, friendly and approachable to members.
- Seek to learn members' names and welcome them personally.
- Initiate interaction with and between members, recognize when members are not using the facility and contact them.
- Ask members if there is any way we can help, listen to members' suggestions – be empathic and show interest in their concerns.
- Ask about their goals, progress and satisfaction.
- Introduce members to other members and staff.
- Be passionate about impacting and transforming the health and well being of members and our community.

Qualifications:

- Passion for sports-based youth development.
- Solid understand of the game of basketball.
- Demonstrated competencies in development and fiscal management of basketball programs.
- Proven record of accomplishments building program participation and relationships with members, participants and volunteers.
- Proven competencies in administration, supervision, program development and fiscal management of department budget, as well as excellent written and verbal communications skills.
- Excellent interpersonal/communication skills are critical to the success of this position.
- Strong computer skills using Microsoft Office Programs, word, excel and publisher, also experience with data base management software is a plus.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and creative thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Demonstrates a sincere desire to improve the health and wellness of YMCA members and sports program participants.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must hold CPR & AED, First Aid, within the first 90-days of employment.
- Must attend and complete Youth Protection series and Darkness to Light trainings, within the first 90-days of employment.

Core Competencies:

- 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 changes; 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.

- **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.
- **Provides a Quality Experience for Members, Participants, Internal Customer and Other**: 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 in involve members, participants, internal customers and others.
- **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.
- **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.

Effect on End Results:

Successful implementation of the program will result in quality Sports programming that meets the needs of our members and the community at large.

1. This position ensures the delivery of high quality mission and market driven programs and corresponding fiscal stability.
2. Qualified, trained and certified staff functions to provide quality programs and services to all program participants within a clear organizational structure.
3. Ensure programs meet the needs of the program participants are age appropriate, meet safety and YMCA standards at all times.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, swim, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, climb stairs, lift/move and carry approximately 45 pounds, and use hands and fingers. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus. Able to respond appropriately to emergency situations.

Work Environment:

Work is normally performed in a typical YMCA facility environment. At times, the employee may be exposed to situations where injuries may occur. Frequently exposed to loud noise and background music. Occasionally exposed to outdoor weather conditions in conducting certain Sports programs. Frequently exposed to OSHA approved cleaning solutions.

Americans with Disabilities Specifications:

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

How to Apply:

Interested candidates should respond to Mike Miller, Sports Director at (315) 637-2025, ext. 224 or email their application to mmiller4@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than May 28, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.