FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Sports Site Supervisor

Position Title
Sports Site Supervisor

Department
Youth Sports / Recreation

Reports To
Sports Director or Assistant Sports Director

Employment Type
Part-Time / Seasonal / Hourly

Position Summary
The YMCA Sports Site Supervisor is responsible for overseeing daily operations at assigned youth sports program sites, ensuring a safe, organized, and positive environment for participants, coaches, officials, volunteers, and spectators. The Site Supervisor serves as the primary on-site YMCA representative and helps uphold the YMCA's mission and core values of caring, honesty, respect, and responsibility.

Essential Duties and Responsibilities
- Supervise and manage YMCA sports program operations during practices, games, and special events.
- Serve as the primary point of contact for coaches, officials, volunteers, parents, and participants at assigned sites.
- Ensure all YMCA policies, procedures, and safety standards are followed.
- Open and close facilities or program areas as assigned.
- Monitor games and activities to promote sportsmanship and positive behavior.
- Address and resolve participant, parent, or coach concerns in a professional manner.
- Assist with field/court setup and cleanup, including equipment distribution and collection.
- Verify schedules, team assignments, and game operations run efficiently and on time.
- Support and supervise volunteer coaches and game officials as needed.
- Complete incident/accident reports and communicate concerns to sports leadership.
- Maintain attendance records, score sheets, and site documentation when required.
- Respond appropriately in emergency situations following YMCA procedures.
- Assist with special events, tournaments, and YMCA community activities.
- Promote YMCA programs and encourage member engagement.

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Qualifications

- Minimum age of 18 years old.
- High school diploma or equivalent preferred.
- Previous experience in youth sports, recreation, supervision, or customer service preferred.
- Knowledge of sports rules and game management.
- Strong communication, leadership, and conflict resolution skills.
- Ability to work evenings, weekends, and flexible schedules during sports seasons.
- CPR/First Aid certification preferred or willingness to obtain within required timeframe.
- Ability to maintain positive relationships with youth, parents, staff, and volunteers.

Physical Requirements

- Ability to stand and walk for extended periods of time.
- Ability to lift and carry sports equipment up to 40 pounds.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to observe and respond to activities and emergencies quickly.

YMCA Core Competencies

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth

Work Environment

The Sports Site Supervisor works in gymnasiums, fields, and recreation facilities with frequent interaction with children, families, volunteers, and staff in a fast-paced environment.

Signature Acknowledgment

I have reviewed and understand the responsibilities and expectations outlined in this job description.

Employee Signature	Date
_____	_____
Supervisor Signature	**Date**
_____	_____

YMCA of ALASKA
5353 Lake Otis Pkwy
907-563-3211

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