



Sports & Recreation Coordinator

Job Description

(as of 12/16)

Sports unite people across cultures. Plan and deliver sports & games activities for the entire Village, while maintaining standards of quality and safety. Inspire youths to build confidence, try something new, accept different abilities, play fair, and to be healthy!

Minimum Qualifications:

- Training and experience in organizing/coaching sports and games activities for varied size groups (10 -60) and ages (13 - 19),
- Knowledge of non-competitive games, prior experience with tournaments, round robins, carnival games preferred
- Ability to envision and execute a comprehensive sports and games program and understand its importance in relation to the rest of GYV, and to camp spirit
- Ability to coordinate/train staff in the delivery of several different sports and games activities
- Ability to meet needs of individuals in group
- Ability to adapt to teaching style during changing circumstances
- Ability to inspire enthusiasm and participation
- Ability to focus competitive edge towards cooperation and inclusiveness
- Organized, able to plan daily content of activities
- Desire and ability to work and live with youth in an outdoor, residential camp setting
- Age 21 or older
- Current or previous first aid and CPR certification

Responsible to: Program Coordinator

Specific Responsibilities:

1. Plan & lead sports and games activities, including special, all-camp events during arrival days, weekends, select evenings.
2. Set-up sports areas during staff training. (basketball , table tennis, soccer field, volleyball)
3. Maintain standards of safety & quality in sports areas.
4. Orient staff as to their responsibilities during sports and games activities prior to any event.
5. Devise schedules and program outlines in coordination with administrative team for staff offering sports and games activities. ("Wacky Olympics", "Electives", free time activities)
6. Review lesson plans of other staff within program area, assisting as needed.
7. Teach and monitor proper use of equipment; requisition new supplies as needed.
8. Conduct regular checks and maintain order and cleanliness of sports areas and equipment storage area throughout the summer.
9. Identify maintenance needs on facility and equipment, and report to maintenance staff.
10. Communicate with administrative and cabin staff as necessary regarding an individual youth's performance and/or special needs.
11. Clean and close down sports areas at end of the summer, including inventory and proper storage of equipment and supplies.
12. Evaluate current season and make recommendations for equipment, supplies, and programming for the following summer.

Essential Functions:

1. Ability to effectively communicate with groups of varied age and skill level, to provide necessary instruction to youths and staff.
2. Ability to communicate and train staff and youths in safety regulations and emergency procedures related to sports & games area.

3. Visual and auditory ability to identify and respond to environmental and other hazards related to program area.
4. Physical strength to provide for a safe activity.
5. Ability to observe and assess youth behavior, enforce safety regulations and emergency procedures, and provide appropriate guidance and discipline.
6. Physical ability to respond appropriately to situations requiring first aid.
7. Cognitive and communication abilities to plan and conduct the program area activities to achieve youth development objectives.

APPLY