



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Position: Youth Sports Referee
Department: Youth & Community Development
Reports To: Youth Sports Coordinator
Compensation: \$11.50 per hour
Classification: Non-Exempt
Work Schedule: Part-Time

GENERAL FUNCTION

The Youth Sports Referee is responsible for overseeing the successful operation of the assigned program while maintaining a safe and nurturing environment for participants. The Youth Sports Referee should inspire a participant-centered atmosphere that promotes the mission, goals and objectives of the South Sound YMCA in a friendly, courteous and highly efficient manner.

ENTRY REQUIREMENTS

To serve in this position, the incumbent should have background/knowledge in a variety of youth development activities/sports and have experience working with children. The incumbent should also have background, knowledge and confidence in the sport they are officiating as well as the ability to control the competition to ensure fairness and safety and be able to work well with others.

To serve in this position, the incumbent should have the ability to incorporate the YMCA's five-core values of Caring, Honesty, Respect, Responsibility and Inclusion into their daily work. The incumbent must also be conscientious, creative, and able to relate well with both children and adults, and possess skills and knowledge about working with children. The incumbent must be able to effectively communicate with coaches, players, parents and spectators in a respectful way during difficult situations. The incumbent must also possess the ability to detect and respond to critical incident and physical ability to act swiftly in all emergency situations.

Upon hire:

- Adult CPR, AED and First Aid must be obtained within 30-days of hire and be kept current throughout length of employment.
- South Sound YMCA's - New Employee Orientation must be obtained within 45-days of hire.

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.

PRINCIPAL ACTIVITIES

1. Act as YMCA ambassador and authority during your program
 - a. Maintain good working knowledge of general YMCA information
 - b. Maintain excellent child, parent, and community relationships
 - c. Develop rapport with participants and parents and serve as a primary contact for concerns and questions.
2. Ensure the safety and supervision of the children in your care at all times.
 - a. Address any facility-related safety concerns (graffiti, broken glass, obstructed emergency exits, etc).
 - b. Address any individuals who do not belong at or near your program
 - c. Supervise and monitor participant or spectator activities in your program
3. Be a positive role model to kids in all of your interactions and communications
4. Submit your hours worked in a timely manner.
5. Supervise any YMCA equipment being used in your program
6. Log any accidents or incidents as outlined in the employee handbook
7. Contact your supervisor ASAP if any emergency arises.
8. Attend and participate in all required trainings and staff meetings
9. Dress and groom in accordance to the employee handbook and your supervisor's directions
10. Communicate and enforce all relevant YMCA policies and procedures with participants and parents
11. When applicable, officiate in such a manner to ensure rules are followed and the YMCA philosophy demonstrated.
 - a. Know the rules of the sport and level you are officiating and review them regularly
 - b. Keep program operating according to schedule
12. Be on time and prepared to work the shift you are assigned.
 - a. Notify your supervisor at least 48 hours in advance if you are unable to work
13. Bring all necessary equipment with you (whistle, etc.)
14. Consult with your supervisor if problems arise that you may need assistance with
15. All other duties as assigned

How to Apply

To apply please submit a cover letter indicating why you are the best candidate for the position, resume, completed application which can be found at southsoundymca.org/Join_Our_Team/Employment.htm and three professional references to hr@ssymca.net. Type "Youth Sports Referee" in the email subject line. Application materials will be accepted until position is filled. Thank you for your interest.