



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Race for Chase Coordinator**

FLSA Status: Non-Exempt

Reports to: Senior Director of Healthy Living

Job Code:

Job Grade:

Revision Date: 10/25/2019

POSITION SUMMARY:

Under the direction of the Senior Director of Healthy Living, the Race for Chase Coordinator coordinates, supervises and plans a 6-week summer triathlon training camp designed to provide children ages 6 -12 with a safe, healthy non-competitive environment to learn to swim, ride a bicycle and run. This program culminates in all athletes from the Race for Chase community participating in a youth triathlon race. The Race for Chase program was founded in honor of Chase Kowalski, a young student at Sandy Hook Elementary School who prior to the Sandy Hook tragedy dreamed of being a triathlon competitor.

ESSENTIAL FUNCTIONS:

- Assists in the hiring and training of Race for Chase coaches.
- Supervision of children participating in the Race for Chase summer program.
- Supervision of Race for Chase coaches. Provides coaching and feedback.
- Conducts staff meetings and trainings.
- Communicates effectively with staff and parents in-person through email and phone.
- Exercises proper judgment when dealing with Race for Chase coaches and volunteers.
- Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA core values.
- Enforces program standards including safety and cleanliness.
- Adheres to YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, HIPAA regulations and emergency incidents.
- Exercises proper judgment when dealing with individual and/or groups of children.
- Embody the YMCA mission to put Christian principles into practice through programs that build healthy spirit, mind and body for all.
- Act as a positive role model for all Race for Chase participants, coaches and parents.
- Participates in all planned activity areas, including swimming.
- Supervises all field trips.
- Handles conflict resolution with staff, parents and children fairly and justly.
- Provide the Senior Director of Healthy Living with an end of program evaluation and recommendations for the next year's program.
- Ensures all areas and facilities used by the Race for Chase program are clean, well maintained and suitable for use by staff, campers and families.
- Evaluates Race for Chase coach's performance, mid program and end of program.
- Work closely with the Senior Director of Healthy Living to continuously improve all aspects of the Race for Chase program. Must be open and receptive to constructive feedback for the benefit of the program.

- Actively participates in and upholds the YMCA's mission to be open and accessible to everyone, regardless of financial situation or special need. Contributes time to raise funds for this worthy and necessary endeavor by supporting the Y's Annual Giving and Capital Development campaigns.
- Job responsibilities include access to protected health information. The employee may access protected health information (PHI) only to the extent that it is necessary for job requirements. May only share PHI with those who have a need to know specific member/participant/employee information in order to complete job responsibilities related to the individual's participation, payment or company operations. Is expected to complete required HIPAA privacy training and maintain HIPAA compliance at all times.
- The Race for Chase Coordinator has access to protected health information (PHI) of Y program participants. The Race for Chase Coordinator may use and disclose PHI to workforce members for the purpose of treatment, payment and operations only.
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PHYSICAL REQUIREMENTS:

- Must be able to run, jump, swim, ride a bicycle and lift a minimum of 1/3 their own body weight.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Excellent communication and organizational skills.
- Proficiency with Microsoft Office products: Excel, Outlook and Word.
- State licensing experience a plus.
- Must be 21 years of age to meet state licensing requirements.
- Bilingual language ability preferred. (Spanish and English)
- Some knowledge of the triathlon sport.