

Agriculture and Outdoor Sports Coordinator

Position Summary

Under the supervision of the Director of Agriculture and Outdoor Sports, this Coordinator oversees Agriculture and Outdoor Sports programs and is responsible for some aspects of managing the climbing and greenhouse facilities and schedules. The Coordinator ensures quality programs while maintaining safety standards that meet the association guidelines, mission and goals.

Qualifications

- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Must have strong listening skills, coaching, and an ability to put people and relationships first.
- Youth work experience preferred.
- Climbing experience preferred.
- Gardening experience preferred.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Ability to respond to safety and emergency situations.
- Must have excellent written and oral communication skills.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to analyze problems and solve them using good judgment and resourcefulness.
- Excellent personal computer skills and experience with standard business software preferred.
- Current CPR/AED certification or ability to become certified within the first 60 days.

Essential Functions

- Ensures that programs and activities meet the highest safety standards.
- Directly implements and provides programs and facility activities to meet the needs of the community and contribute to member retention.
- Develops and supports climbing and garden program staff.
- Ensures that staff and volunteers have the tools, training, and resources needed to accomplish their objectives.
- Uses Listen First skills effectively with staff, volunteers and participants
- Conveys basic knowledge of all program areas to members and participants and refers members as appropriate to Y program staff or staff member.
- Implements curriculum for the Y's greenhouse and for climbing programs.
- Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings.
- Completes regularly scheduled MOD (Manager on Duty) shifts and attends meetings.

Work Conditions and Physical Demands

- 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.

- Ability to thrive in an environment with the unique challenges of a non-profit community service organization.
- Ability to work 40-hours/per week with irregular work hours.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position requires bending, leaning, kneeling, climbing, and manipulating hardware.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry supplies weighing up to 50 pounds.
- While performing duties, the employee will be exposed to water, cool or very hot temperatures, bees, fish, ropes, plants, fertilizers, soil, and will be exposed to direct UV sun rays.
- Specific vision abilities are required for this job. The employee must be able to see close up and at a distance and have clear peripheral vision.
- The noise level is moderate to loud and requires acute hearing skills.

Full Time

Benefits: health, dental, life coverage, 8% retirement (5% Y, 3% staff contribution), PTO