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**For a Better Us**

# SPORTS PROGRAM ASSISTANT

## Summary:

Job Title: Sports Program Assistant

Job Type: Part Time-Hourly (10-15/week)

Department: Sports/Programs

Accountable to: Executive Director/ Sports Director

Schedule: Flexible for the right candidate. Ideal schedule would be: M-Th (5:00–7:00 PM), Saturdays (8:00 AM–2:00 PM); no holidays.

The Mexico Area Family YMCA is seeking a responsible, organized and friendly Sports Program Assistant to support the Sports Director in delivering high-quality youth sports programs. The ideal candidate will assist with program setup and execution, training of coaches and officials, and help ensure all sports operations run smoothly during practices and games. We look forward to finding someone who shares our passion for building strong kids, strong families, and strong communities through youth sports!

## Responsibilities:

- Assist with the implementation and operation of youth sports programs.
- Support training and onboarding of volunteer coaches and game officials.
- Prepare and distribute team jerseys and program materials.
- Assist in preparing and maintaining fields, courts, and indoor/outdoor play areas.
- Maintain, organize, and distribute program equipment.
- Aid in schedule coordination for practices and games.
- Be present and actively engaged during all practices and games.
- Ensure safety, professionalism, and quality experiences for all participants.
- Occasionally, officiate games as needed.

## Preferred Qualifications:

- Must be 18 years of age or older.
- Ability to lift up to 50 lbs., and stand, walk, or officiate in a variety of weather conditions.
- Strong interpersonal and communication skills.
- Passion for youth development and community engagement.
- Ability to multitask and work effectively in a fast-paced, evolving environment.
- Must maintain professionalism and represent the YMCA mission and core values.
- Prior experience in sports programs or youth development is a plus.

## Additional Requirements:

- Evening and Saturday availability required.
- Must pass a background check before employment.

## How to Apply?

If interested please submit questions/resume to Seth Cooke:  
[seth.cooke@mexicoymca.org](mailto:seth.cooke@mexicoymca.org)

**MEXICO AREA FAMILY YMCA**  
**MEXICO, MISSOURI**