



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## REBOUND-GAME FLOOR MANAGER

### IDENTIFICATION:

Reports to Senior Program Director.

#### EXAMPLE:

Job Title: **Game Floor Manager**

Job Code:

FLSA Status:

Job Grade:

Status: P/T

Department: 116

Reports to: Rebound Coordinator

Revision Date: December 28, 2017

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Game Floor Manager provides direct leadership, instruction and motivation for youth and reports the Rebound Coordinator. The position will be responsible for the game, volunteer, and participation management. Specifically, coordinating the management of volunteers of game clock, referees, code of conduct, opening sports pledge, and embodying the values of the YMCA to ensure that a high quality mentoring sports program is achieved.

### ESSENTIAL FUNCTIONS:

1. Provides direction to participants and volunteers in the operation of games.
2. Mentors youth on the importance of the values of caring, honesty, respect and responsibility at all times.
3. Conveys information on Rebound programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains attendance records.
5. Attends staff meetings and trainings as scheduled.
6. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organizes and puts away needed class equipment. Reports damaged equipment.
8. Directs and supervises program activities to meet YMCA objectives.
9. Organizes and conducts meetings, and training and meetings for coaches.
10. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
11. Purchases and distributes team uniforms and awards; coordinates and distributes team photographs.
12. Performs other duties as assigned.
13. Enthusiasm, high energy and exceptional human relations and motivational skills;

### YMCA LEADERSHIP COMPETENCIES:

*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 fund-raising.

**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. Takes initiative to assist in developing others.

**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 (ALSO CALLED ENTRY REQUIREMENTS OR KNOW HOW):**

This section gives the minimum qualifications needed to perform the job satisfactorily. The job specifications typically are stated as (1) knowledge, skills, and abilities (KSAs), (2) education and experience, and (3) other requirements. In light of the ADA, it is crucial that the physical and mental dimensions of each job be accurately and clearly identified, and not overstated.

1. Certifications: CPR, AED, Basic First Aid.
2. Mandated Reporter.
3. At least 21 years of age.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Must be able to lift and carry food and supplies weighing up to 20 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate.
8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee’s name

\_\_\_\_\_  
Employee’s signature

Today’s date: \_\_\_\_\_