FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Sports Cluster Coordinator
Employee Classification: Seasonal
Reports to: Overnight Summer Camp Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Sports Cluster Coordinator is responsible for the safe, effective, and mission-focused operation of all sports programming, including target sports. This includes oversight of archery and any sports related activities offered at camp. The Sports Cluster Coordinator ensures all practices meet or exceed Colorado Child Care Licensing regulations, American Camp Association standards, and USA Archery guidelines, including requirements for instructor training, range setup, supervision ratios, and equipment use.

This role oversees all sports cluster staff by providing training, coaching, scheduling, and ongoing evaluation to ensure high quality instruction, camper engagement, and consistent risk management. The Sports CLuster Coordinator maintains responsibility for equipment procurement, inventory, maintenance, and inspection, as well as establishing and implementing standardized operating procedures for each target sports area.

The position collaborates closely with the program leadership team to support strong camper outcomes in skill development, confidence, and sportsmanship. The Sports Cluster Coordinator regularly assists other program departments to ensure smooth daily operations and an integrated camper experience. Exceptional customer service, clear communication, and professionalism are required to uphold the safety, organization, and quality of the camp's target sports program throughout the summer.

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.

- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS FOR THIS POSITION:

- Participate in and help facilitate staff training prior to working with campers, ensuring all target sports staff are prepared to deliver safe, high-quality instruction.
- Develop and implement lesson plans for all sports cluster activities.
- Be concerned with camper development and growth, guiding each individual in participation during group, unit, and all-camp activities.
- Oversee all sports cluster staff, including conducting weekly skill assessments, providing ongoing feedback, and facilitating mid-summer coaching to reinforce best practices and address performance goals.
- Maintain program equipment by performing regular inspections, logging conditions, tracking quantities, and coordinating maintenance or replacement as needed.
- Assist in the set-up, take-down, and upkeep of program areas to ensure safe, clean, and organized activity spaces.
- Ensure all target sports operations comply with Colorado Child Care Licensing regulations, American Camp Association standards, and USA Archery safety guidelines.
- Collaborate with other camp departments to provide support, promote smooth daily operations, and integrate target sports into all aspects of the camper experience.
- Assume weekend camp responsibilities for one weekend of the summer, including supervision and camper care.
- All other duties as assigned

- **REQUIREMENTS/QUALIFICATIONS:**Certification in USA Archery Level 1 or higher through an accredited organization.
- Have the required number of hours of experience in accordance with Colorado Childcare Licensing for Hatchet Throwing and Slingshot
- Must be at least 21 years of age
- Preferably has experience working with youth in a summer camp setting
- Ability to prioritize tasks and efficiently manage time
- Must have current certification in CPR/First Aid or be willing to obtain certification

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.

- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.

WORK ENVIRONMENT & 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.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 25 pounds, climb/work on ladders and in tight spaces.

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.