



Position Description

Graduate Assistant – YMCA Program Coordinator

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and three references. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as July 9, 2023.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers if needed. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Graduate Assistant – YMCA Programs - **Important note: This position is funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired. See the Graduate Assistant Addendum attached to this Job/Position Description.**

POSITION'S MAJOR OFFICE: YMCA

MAJOR OFFICE RESPONSIBILITIES: Under the supervision of the YMCA Sports Director, the graduate assistant will assist in the development, implementation and evaluation of all youth and adult sports, and assigned outreach programs. The graduate assistant will provide quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring. The ideal candidate will be studying in a related field, and have the willingness to build relationships with staff, volunteers, and parents. The ideal candidate will have strong public relations, organizational, and interpersonal skills. This person must present a professional image and possess excellent written and verbal skills, as well as a strong desire to work with children and ability to resolve conflict.

The Graduate Assistant for YMCA Programs will affect the overall quality and reputation of the Salina Family YMCA, with quality programs that enable children to learn and participate in activities, with a goal of increasing member and participant retention in YMCA sports. In addition, the Graduate Assistant will receive applicable experience in a field of interest and study that will enhance the collegiate learning experience, providing opportunities for growth and advancement.

POSITION'S DIRECT SUPERVISOR: YMCA Sports Director and KWU VP of Student Development

DATE POSITION LAST REVIEWED OR ANALYZED: May 2023, Director of Human Resources

POSITION'S EMPLOYMENT STATUS: Part-Time, Staff, Exempt/Salary, 24-Month Graduate Assistant (GA) Agreement

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: \$9,600 annually (24-month agreement), graduate tuition remission as per the standard Graduate Assistant employment.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for providing customer service, implementation, development, and monitoring of YMCA sports leagues, helping to maintain a clean and safe playing facility, and providing positive relationships with YMCA members. As a YMCA Team Leader, the graduate assistant will exhibit the following competencies:

- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.
- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.
- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- **Personal Growth:** Shares new insights. Facilitates change, models adaptability and awareness of impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

POSITION WORKS WITH: YMCA Sports Director, YMCA staff colleagues, YMCA members and sports league participants.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITIONS PHYSICAL WORKING CONDITIONS: YMCA buildings and playing facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is likely to encounter blood so training on blood borne pathogens is essential. Employees must follow all safety requirements of the Salina Family YMCA. Employee must be able to lift a fifty (50) pound object, remain alert, move to various locations, communicate verbally, including projecting the voice across distances, identify noises of distress, and be able to handle irate, complaining, or demanding individuals without internalizing or personalizing comments made. Must have the ability to make sound judgments and decisions, even when distracted by noise or activity. Employee must have CPR and first-aid certification within 60 days of hire and maintain active certification throughout duration of employment. Employee must prepare courts, fields, and equipment for sports, and have the ability recognize potential hazards. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

POSITION'S EQUIPMENT: Use of YMCA computer and phone in designated office, staff apparel.

POSITION'S WORK SCHEDULE: Flexible part-time schedule (25 hours per week required), arranged around YMCA sports schedules, staff meetings and the GA's class schedule.

POSITION'S TRAVEL REQUIREMENTS: None

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Provide exceptional customer service by greeting all participants, maintaining a clean and safe facility, and always demonstrating professional conduct.
- Assist with the implementation, development, and monitoring of seasonal sports leagues, recreation programs, sports, summer sports camps, clinics, and outreach programs. Specific sport may vary depending on the season in which the individual is employed.
 - Create teams from registrations. Develop team practice and game schedules.
 - Participate in orientation meetings and training clinics for coaches and officials.
 - Responsible for updating records.

- Assist in recruiting volunteers for coaching and seasonal volunteers.
- Monitor and maintain proper facility/field conditions and pregame facility/field preparations. Assist in keeping field, facilities, storage areas, and offices clean, neat, and organized.
- Assist with the implementation of program marketing materials.
- Relate positively to members and potential members and portray a good customer service attitude.
- Respond to all member and community inquiries and complaints in a professional and timely manner.
- May assist in identifying prospects and/or soliciting monetary and other donations for the Strong Kids Annual Campaign or other fundraising or community events.
- Actively participate in staff team meetings as assigned.
- Assist with interviews, reference calls, and hiring of officials.
- Conduct surveys and write program summaries after each sports season or major event.
- Must sign the Salina Family YMCA Code of Conduct, Emergency Procedures, and Employee Handbook agreements. Must follow all YMCA policies and procedures.
- Other duties as assigned by YMCA staff.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Bachelor’s degree with qualifications (i.e., minimum 3.00 GPA) for admission to the MBA program.

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** First Aid/CPR certification (must be active within 60 days of employment); Online Blood Borne Pathogen training (must be completed within 60 days of employment).

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Experience building relationships with children and adults.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:

- **MINIMUM REQUIRED**
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University and the YMCA.
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT, **UNIVERSITY OR YMCA REQUIREMENTS.**
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan and the YMCA are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian (YMCA) and United Methodist (University) affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.



**ADDENDUM TO THE
EMPLOYMENT OFFER LETTER (GRADUATE ASSISTANT)**

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs in order to provide those students with relevant, real-life work experience as they pursue their Master's degree. The Graduate Assistant Program funds one course per 8-week term during the fall and spring semesters (two eight-week terms each), and one course during the eight-week summer semester. The GA/student is responsible for progressing toward successful completion of the Master's degree by being enrolled in one course during each eight-week each term.
2. **However, if the Graduate Assistant is participating in a sport, the GA will not receive tuition remission until the semester following season of said sport. Example, sport season is active through partial/full semester (fall, spring, or summer), tuition remission will start the beginning of the next full semester.**
3. To be and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be **enrolled in**, and **successfully completing** a Master's program at KWU. **This addendum is not a contract. If you resign at any time within the 24-month time frame that is established to complete the MBA program, compensation will stop at date of resignation, and tuition remission benefits will stop at the end of current course section.**
4. The GA will be required to accomplish the following with respect to his or her Master's Program (Program) at KWU:
 1. Attend classes regularly, unless an "excused absence" is obtained in compliance with university standards;
 2. Comport themselves in the Program and in their employment as a positive example to, and role model for, undergraduate students, athletes, and activity participants;
 3. Receive no final grade lower than a C in any course, remain in "good standing" at the university pursuant to its published policies, maintain at all times the required GPA for continuing graduate students at the university, and otherwise remain in compliance with all university requirements for graduation;
 4. Be enrolled in one course during each eight-week term during the year.
5. No courses in the Program where a grade of C or better has been earned, may be retaken for a better grade; any course retaken pursuant to the appeals provisions of section 5 below will be at the sole cost and expense of the GA.
6. Receiving a final grade lower than a C in any course during the Program, will result in immediate notice of dismissal as a GA by your department supervisor.

Within fifteen (15) days of receipt of such notice, the GA may submit a written appeal of the dismissal for extenuating and extraordinary circumstances to their department supervisor who will consider the appeal and communicate a decision regarding reinstatement, in writing to the GA and the Provost, within thirty (30) days of their receipt of the appeal, subject to review by the Provost, as described below.

If a decision is made by the department supervisor to reinstate the GA in the GA Program, this decision will be communicated to the Provost within the required thirty (30) day period. The Provost has the authority to override the decision if they determine that the GA is not making satisfactory progress toward a Master's Degree or is not likely to succeed academically in completing the Program as required in this Addendum; any such reversal by the Provost will be final and non-appealable, and will be communicated in writing to the GA within fifteen (15) days of the Provost's receipt of the department supervisor's reinstatement decision. With the

written approval of the Provost, in their sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at the GA's own expense. GA's will continue to be employed at KWU pending the final disposition of any authorized appeal.

Time is of the essence of all matters in this section 5. Failure to act within a required time period will be construed against the non-acting party and in favor of the party not required to act within that period.

7. The Graduate Assistant as a student employee:
 1. Will reside in Salina while employed in the Graduate Assistant Program. The GA may reside either on or off-campus.
 2. All GA's (domestic or international student) are required to carry qualifying medical insurance. If the GA does not have medical insurance, they are required to purchase this insurance through the university at the current rate of \$2,940.00. This rate is current for the 2023-2024 academic year, August 1, 2023, through July 31, 2024. Since this is a mandatory fee student aid may be used to cover this expense (domestic GA students).
 3. Will be provided with a job description and be expected to perform the duties and responsibilities as outlined in that job description, including additional duties and responsibilities as assigned by their department supervisor.
 4. Will be assigned office space for the performance of their duties and responsibilities.
 5. Will have at least two weeks of time-off annually and their department supervisor will determine and schedule time-off in accordance with university and GA needs. In addition, the summer can be a time for the GA to get a more substantial job in Salina, but the GA must plan to spend at least 20 hours each week working for the university. If the student does take an extended leave during the summer months, it must be approved by the GA's department supervisor and the monthly stipend is suspended for that time period. The department supervisor is responsible for reporting that information to the CFO. It is preferred that the student remain in Salina and fulfill his or her obligations.

THIS SIGNED ADDENDUM IS PART OF THE REQUIREMENTS FOR EMPLOYMENT AS A GRADUATE ASSISTANT AND DOES NOT CONSTITUTE AN EMPLOYEE CONTRACT AS EMPLOYMENT AT KWU IS "AT-WILL," MEANING EITHER KWU OR THE EMPLOYEE MAY TERMINATE EMPLOYMENT AT ANY TIME FOR ANY REASON.