



Position Title: **Athletics Coordinator**

Department: All sites

Reports to: Athletic Director

Posting Date: 11/30/2023

Closing Date: open until filled

Status: Part Time/Non-Exempt

Pay Range: \$16.48-\$21 per hour

Days: Monday-Friday- occasional Saturdays

Hours: <29 hrs/ wk

Benefits: N/A

Primary Function:

The Athletics Coordinator, implements, directs and coordinates the Athletic Program in compliance with the policies and procedures of the United Boys & Girls Clubs. Accountable for planning, organizing, and supervising programs and activities that will enhance the personal growth and development of Club members, while instilling the mission and 5 core areas through Boys & Girls Clubs of America.

Key Job Responsibilities:

- Coordinate with Program Director to plan and conduct daily gym activities and run triple play program.
- Maintain daily attendance records and procedures.
- Act as a role model for positive behavior at all times, including following company's dress code on a daily basis.
- Update sports bulletin board daily.
- Prepare monthly report, including updates on program, activities, and budget compliance.
- Coordinate with administrative office for marketing materials for various sports leagues and gym activities.
- Plan and coordinate sports leagues including Winter/Summer basketball, flag football, indoor soccer, and other sports as assigned.
- Host various sports clinics.
- Supervise members to ensure safety and development.
- Recruit coaches, volunteers, and seasonal referees.
- Train and supervise referees, volunteers, and volunteer coaches.
- Ensure equipment and supplies are maintained and accounted for including; all gym equipment and various sports league equipment.
- Organize and keep record of equipment in athletic storage areas. Maintain organize and cleanliness of equipment.
- Introduce new games with appropriate instruction and clear rules.
- Promote and stimulate interest and participation in the gym through announcements, contests, and demonstrations.
- Encourage positive behavior plus order in all members.
- Keep gym clean and organized, including; nightly sweep of gym floor and pick up of all lost & found.
- Assist with daily transportation duties, as assigned.
- Maintain positive relationships in the community with parents, athletic departments and members.
- Attend scheduled staff meetings and communicate ideas and or concerns.
- Participate in various fundraising activities and events, as needed
- Conduct weekly lunchtime programming at local schools.
- Other duties as assigned.

Qualifications:

- AA degree preferred or relevant work experience
- Mandatory CPR and First Aid Certifications.
- Demonstrated ability in working with young people, parents and community leaders.
- Bi-Lingual preferred.
- Previous experience running sports leagues
- Excellent verbal and written communication
- Proficient in Microsoft Office
- Clean Driving record with ability to obtain Class B license
- Bilingual preferred
- Cleared background check and drug screen

Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment that requires moderate walking and physical activity. Ability to lift at least 20 pounds. Ability to prioritize tasks, maintain confidentiality, and work with frequent interruptions.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Supervisor Signature

Date

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.