



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Title: Lead Sports Coach

Education Level: H.S. Diploma, College degree / Coaching Experience preferred

Position: Part Time

Hourly Rate: \$21 per hour

Reports to: Enrichment Curriculum Manager

Work Schedule: Monday – Friday 11:00 AM – 5:00 PM, additional hours as required to meet job requirements

Job Summary

This position is responsible for leading our sports program at working with middle school youth during our after school enrichment program hours. In collaboration with the athletic director and athletic coordinator, the Lead Sports Coach will coach a variety of sports to include but not limited to Soccer, Basketball, and football. The Lead Sports Coach will also support the athletic team with all Athletics related programs, such as Triple Play, Psychomotor and other fitness and sports competition programs for youth between the ages of 5 and 18. The Lead Coach will also support the school site Unit Director. Duties also include assisting with homework assignments and personal education development of enrolled members. Direct supervision of club members to ensure safety.

Responsibilities Overview

- Implements social recreation, fitness, and sports programs and activities.
- Leads coaching for our Luther Sports Program.
- Assists in Coaching HerHoops Program.
- Conducts organized and structured group activities for children age 5-18.
- Conducts National Boys & Girls Club programming (i.e. Triple Play, All Stars, etc.)
- Assist with day camp sports and recreation programs/ field trips
- Supports sports programming at assigned school sites
- Provide supervision and guidance in assigned program areas.
- Ensure program areas are clean and organized.
- Encourage a positive environment for children to learn, interact, and grow.
- Ensure the health and safety of members.
- Attend mandatory staff meetings and training sessions.
- Duties, tasks, and responsibilities as deemed necessary by administration or supervisor.

Job Requirements

- Working knowledge of social, physical recreational, fitness, and athletic programming.
- Must have a passion for serving and positively inspiring youth.
- Minimum of one year of youth development experience in a school, childcare or after-school program setting.
- Proven track record of successfully supervising and running various social recreation, fitness, and athletic activities for youth, age 5-18.
- The ability to accommodate various learning styles and levels.
- Excellent interpersonal and verbal communication skills. Must be a team player.
- Ability to work collaboratively with diverse communities and groups
- The ability to be on your feet for long periods of time.
- Demonstrate strong communications skills, both verbal and written

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk, sit and stand; talk or hear; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys and Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature

Date

Chief Executive Officer Signature

Date