



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER  
EAST VALLEY

**Title:** Athletics Coordinator

**Education Level:** H.S. Diploma, College degree preferred

**Position:** Part Time

**Hourly Rate:** \$21 per hour

**Reports to:** Athletic Director

**Work Schedule:** Monday – Friday 12:30PM – 6:00PM, additional hours as required to meet job requirements

### **Job Summary**

The Athletics Coordinator is responsible for assisting The Athletic Director with the planning, development, implementation and evaluation of 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. Program responsibility supports our priority outcome areas of Sports Knowledge, Healthy Lifestyles, Good Character and Citizenship. The Athletics Coordinator also provides leadership and supervision to assigned program and BGC staff and volunteers.

### **Responsibilities Overview**

- Implements social recreation, fitness, and sports programs and activities.
- Conduct organized and structured group activities for children age 5-18.
- Maintain and upkeep athletic facilities and/or report safety hazards to operations
- 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.
- Build positive relationships with staff, members, and parents.
- Ensure the health and safety of members.
- Attend mandatory staff meetings and training sessions.
- Facilitating trainings related to safety, sports and recreation programs.
- Athletics Coordinator is responsible with assisting with training staff at all sites to ensure staff have all the necessary tools to run the athletic programs at their sites.
- Athletics Coordinator will go to sites to run athletic programs.
- Duties, task and responsibilities as deemed necessary by administration or supervisor.
- Responsible for assisting the Athletic Director with managing school site sports & recreation programs.
- Responsible for assisting the Athletic Director with tracking and measuring impact while using BGCA's Formula for Impact
- Responsible for assisting Athletic Director with submitting BGCA Sports & Recreation grants and reporting
- Athletics Coordinator will be responsible for transporting members daily from their school to main clubhouse, also transporting them for athletic and non-athletic field trips.

### **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.
- Boys & Girls Club programs experience highly preferred.

- 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.
- Familiar with the principles of youth development
- Ability to work collaboratively with diverse communities and groups
- Know how to define and work toward positive outcomes
- Ability to organize time well and focus on completing assigned tasks with minimal supervision
- The ability to be on your feet for long periods of time.
- Demonstrate strong communications skills, both verbal and written
- Class B driver's license and CPR/First Aid certification required.

**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.

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**Employee Signature**

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**Date**

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**Chief Executive Officer Signature**

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**Date**