



**POSITION TITLE: ATHLETIC COORDINATOR**

**REPORTS TO: Athletic Director**

**HOURS/CLASSIFICATION: Part-Time / Up to 27 Hrs.**

**PAY RATE: \$20/Hr - \$24/H.; M-F**

**JOB POSTING TIMELINE: Email your resume to [hr@bgcw.org](mailto:hr@bgcw.org)**

**PRIMARY FUNCTION**

Assists the Athletic Director with implementing, supervising, and evaluating Sports, Fitness and Nutrition programs and activities provided by the Boys & Girls Club of Whittier at a specific site.

**KEY RESPONSIBILITIES**

- Plan, coordinate and implement successful sports leagues and physical fitness programs or activities for boys and girls at designated Boys and Girls Club of Whittier site
- Set up and break down for all athletic games/competitions at designated site
- Communicate with Athletic Director regarding equipment needs at designated site
- Communicate with participants and their parents.
- Create a practice schedule at the designated site
- Implement sports camps, coach's clinics, and leagues at designated BGCW site
- Assist other Directors in organizing events and ceremonies
- Ensure that youth learn the principal, values, and fundamental skills associated with sports
- Supervise the performance of program staff, volunteers and teens assigned to work in the Sports & Fitness Program
- Assist in grant fulfillment for all Sports programs
- Work with the Program Directors to involve or enhance P.E. opportunities in many different areas

***Additional Responsibilities***

- Promote daily activities and events using age-appropriate posters, flyers, and banners
- Plan and post all schedules and results of athletic activities; maintain bulletin boards in up-to-date and attractive condition
- Promote good sportsmanship among the members and give fun and guidance priority over winning
- Coach or officiate league games when necessary
- Attract, train, and supervise volunteer coaches and referees
- Ensure the emotional and physical safety of all members

**SKILLS/KNOWLEDGE REQUIREMENTS**

- Pursuing or completion of B.S. Degree in Physical Education or related field preferred, or 48 college units and 3 years' experience planning and implementing sports programs
- Strong verbal and written communication skills
- Ability to motivate youth and manage behavioral problems
- Ability to organize and supervise youth in a safe environment
- Experience working with children and adolescents

**HIRING REQUIREMENTS**

- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Valid Driver's License

**Our Mission:**

**To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.**

- CPR and First Aid certification
- Sexual Harassment & Mandated Reporter training (provided after hire)

### **PHYSICAL REQUIREMENTS**

It is the policy of Boys & Girls Clubs of Whittier to consider all applicants and employees for their ability to perform their job without regard to their disabilities, race, color, religion, sex, national origin, or age as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. 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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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