



**WALTHAM
BOYS & GIRLS CLUB**

TITLE: Sports & Fitness Assistant

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Sports & Fitness

REPORTS TO: Sports & Fitness Director

SCHEDULE: 20-25hr per week, afternoons/evenings

STATUS: Non-exempt

PRIMARY FUNCTION:

Responsible for overseeing the implementation and evaluation of a broad range of programs in the Boys & Girls Club Core Program Area of Sports & Fitness within the Club for youth ages 6 to 18.

KEY ROLES

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes. Promote and stimulate program participation. Provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services, and activities for members and guests.
3. Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs and appearance of the gymnasium at all times.

ADDITIONAL RESPONSIBILITIES

1. May be asked to participate in organization and implementation of special events and other activities as necessary.
2. May be required to drive Club van
3. May consult with parents concerning member issues.

RELATIONSHIPS:

Internal: Maintain close daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Experience working with 6-18 groups
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to plan and implement quality programs for youth
- Valid State Driver's License
- High School diploma required; Associate's Degree preferred
- Referee various sports such as; basketball, volleyball, Floor hockey and soccer

ENVIRONMENTAL AND WORKING CONDITONS/PHYSICAL AND MENTAL REQUIREMENTS:**Environmental and Working Conditions:**

All work is conducted in a Club setting, indoors and outside; Limited travel is required.

Physically able to lift, bend, stoop, climb, and reach.

Physical and Mental Requirements:

Demonstrated ability to: Maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day activities.

To apply send a resume and cover letter to Kevin Pressey at kpressey@walthambgc.org