



**WALTHAM
BOYS & GIRLS CLUB**
POSITION DESCRIPTION

Want to help prepare youth for a brighter future? Consider a career working with children and teens at the Waltham Boys & Girls Club! Help them develop healthy lifestyles, leadership skills, and provide mentorship through sports and fitness programming. Join our dynamic team of youth development professionals as we work towards fulfilling our mission to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

TITLE: Sports & Fitness Coordinator

REPORTS TO: Senior Director of Programming

STATUS: Non-Exempt

SCHEDULE: Monday 10:30am-6:30pm; Tuesday-Friday 1pm-8:30pm

October-May: Tues.-Friday 1pm-9pm Saturday 8:30am-4:30pm

School Vacation Hours: Monday-Friday 9am - 5:00pm

PRIMARY FUNCTION:

Qualified candidates will have experience planning, developing, implementing and evaluating a broad range of sports, fitness and athletic programs at the Boys & Girls Club for youth ages 6-18. Responsible for partnership development including collaborating with other local non-profits, high school coaches and area colleges. Also responsible for organization of travel and in-house leagues, sports clinics, and drop-in fitness activities. Recruit, train, and supervise part-time staff and volunteers.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

- Effectively implement and administer programs, services and activities for members and guests.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the gym at all times. Prepare periodic activity reports.
- Participate in program/service outcome measurement processes and other evaluation programs. Other administrative duties include, but are not limited to, tracking attendance of members in the program, data collection, pre and post surveys and a variety of written reports.
- Collaborate with other program department staff
- Develop seasonal schedule of programs and activities

Prepare youth for Success

- Create an environment that facilitates positive youth development
- Promote and stimulate program participation. Provide guidance and role modeling to members.
- Create a wide range of athletic, recreation, and fitness age appropriate program and activities

Supervision

- Recruit, select and manage assigned staff and volunteers, ensuring productive and effective performance.
- Supervise and discipline of members participating in programs and services within the program area as well as throughout the Club as needed.

Marketing and Public Relations

- Increase visibility of Club programs through various marketing efforts
- Outreach through schools and community events

ADDITIONAL RESPONSIBILITIES:

- May oversee special programs and/or events and/or participate in the implementation of other Club-wide activities as necessary
- Required to drive Club van; valid Massachusetts Driver's License
- Must obtain Massachusetts 7D certification one within 60 days of hire
- Other related duties as specified
- Must pass a National background check

SKILLS/KNOWLEDGE/REQUIREMENTS:

- Four year degree from an accredited college or university or equivalent work experience
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- Demonstrated organizational, staff and project management abilities
- Ability to plan and implement quality programs for youth
- Ability to motivate youth and manage behavior problems
- Employment contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check.

To apply send a cover letter and resume to Josh Welper at jwelper@walthambgc.org.