



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 and Fitness Assistant

PERFORMANCE PROFILE SOURCE: Youth Development Professional

REPORTS TO: Sports and Fitness Coordinator

SCHEDULE: (20-25 hours per week) Afternoon/Evenings

*School Year Position only, with opportunity for additional summer employment

COMPENSATION: \$14-\$17/Hourly

Position Summary:

The Sports and Fitness Assistant position is assigned to the Athletic Department and responsible for assisting in the delivery of quality and developmentally appropriate programs, activities, services and special events for children 6-18 years old.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

- Effectively implement and administer sports and fitness programs, services and activities
- Participate in collaborative programs and events with other department staff and community organizations as appropriate

Prepare youth for Success

- Create an environment that facilitates positive youth development
- Promote and stimulate program participation
- Provide guidance and mentorship to members
- Instruct children in a variety of activities with enthusiasm and creativity

Supervision

- Ensure and maintain the safety, health and welfare of youth at all times
- Supervise and discipline members participating in programs and services within the program area as well as throughout the Club as needed
- Secure and maintain materials, equipment and other resources belonging to the program area(s)

ADDITIONAL RESPONSIBILITIES:

- May participate in the implementation of other Club-wide activities, special programs, and events as necessary
- Valid driver's license and ability to obtain Massachusetts 7D certification within 60 days of hire
- Referee various sports such as; basketball, volleyball, Floor hockey and soccer
- Other related duties as specified

Skills/Knowledge Required:

- Experience working with children ages 6-18
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to maintain a high level of energy and enthusiasm
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- High School diploma required

To apply send a cover letter and resume to Aubree Cecil at acecil@walthambgc.org