



**WALTHAM
BOYS & GIRLS CLUB**

TITLE: Youth Sports & Wellness Assistant

REPORTS TO: Wellness Coordinator

STATUS: Non-Exempt Hourly

SCHEDULE: School year position

Monday - Friday 2:30 pm-6:45pm; additional hours on no-school day, vacation weeks, as program needs

SALARY: \$15-17/hr based on experience

PRIMARY FUNCTION:

This hands-on position assists in developing and implementing program activities for youth in Elementary and Middle School. This includes recreational activities, leadership development, health & life skills, and mainly sports & fitness. You will assist in overseeing the youth while also coordinating events, programs and games.

KEY ROLES (Essential Job Responsibilities):

Youth Development

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

Programming

- 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
- Development of sport programs and schedules
- Managing youth sport teams

Safety

- Supervise youth participants in the program ensuring their health and safety
- Maintain equipment and supplies in working order
- Assist in keeping all areas of the club clean and safe
- Follow safety guidelines
- Ensure proper footwear, safety equipment and practices for each sport/activity are in place

Leadership

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

- Create and model an environment that focuses on teamwork, healthy competition and fair play

Organization

- Document incident/ accident reports when needed (IMR)
- Assisting in administration duties including scheduling internal and external leagues

OTHER DUTIES:

- Attend monthly meetings
- Referee various sports such as basketball, volleyball, Floor hockey and soccer
- Drive the Club van (Optional-see van driver requirements)
- Participate in Club events
- Perform other assignments as designated by the leadership team in order to facilitate the most effective service to members, program participants, and the community.

KNOWLEDGE AND SKILLS:

- **Must be at least 18 years of age**
- Bilingual English and Spanish preferred
- Willingness to have fun, be engaging and hands on working with youth
- Experience working with school aged youth in a diverse community
- Knowledge of multiple sports and group games
- Strong communication skills, both verbal and written
- Ability to maintain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check

Applicant Signature

Date

Supervisor Signature

Date