**Company/Organization:**

Boys & Girls Clubs of Metro Los Angeles

**Location:**

Bell Gardens, CA

**Position Details**

**Position Title:**

Athletic Coordinator

**Salary:** $15-$16 an hour

Location: Bell Gardens, CA - Bell Gardens Clubhouse

**To Apply:** Send resume and cover letter to apply@bgcmla .org with “Athletics Coor” in the subject line.

**OVERVIEW**

The position of Athletics Coordinator is responsible for supervising, creating, planning, organizing, implementing, and evaluating program outcomes in diversified Athletics programs for youth between the ages of 6 and 18. The position will serve as lead staff when needed. Provide regular clerical and administrative support, prepare and answer correspondence and reports, maintain schedule and calendar, answer inquiries and obtain information for general public, visitors and other interested parties.

In addition, the position also provides supervision and promotes engagement of club members, and ensures a safe and supportive environment for club members by promoting positive relationships. Work in partnership with the Site Director to ensure programming goals and benchmarks are met.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**General**Creates an environment that facilitates the achievement of Youth Development Outcomes. Promotes and stimulates program participation. Orients new members programs, special events, and opportunities as well as club safety, program and disciplinary rules. Provides guidance and role modeling to members. Participates as part of a team to run quality programs by helping out where needed or directed, which may include driving the club vans, tutoring, etc. Participates in training / educational opportunities to expand knowledge and skills. Actively engage in county side athletic program meetings, initiatives, and events. Additional duties as assigned.

**Programs**
Implements, monitors and evaluates programs, services and activities for members. Creates and coaches age appropriate Athletics programs that will include sports leagues, such as tennis, soccer and basketball, etc. Develops and posts daily, weekly and monthly program plans and schedules. Manages marketing for Athletics programs to include email blasts, school flyers, etc. Monitors and evaluates programs, services and activities to ensure safety of members, program effectiveness and outcomes. Recognizes club members for program participation and achievement. Maintains records to track attendance and participation. Recommends development of new programs / enhancement of existing programming. Responsible for the upkeep of program technology.
 **Supervision and Administrative Management**
Maintains order and, as required and as per BGCMLA policy, discipline of club members. Supervises and trains volunteers and program assistants in Athletics. Ensures a productive work environment by participating in programmatic / club staff meetings. Builds community relationships for the benefit of the Club inside and outside BGCMLA.

Monitors supply needs and orders required supplies through approved vendors and within budget with approval of Supervisor. Keeps supply areas neat and orderly. Completes and submits all required paperwork on time.

Insures program area is attractive, neat and clean and bulletin boards and notices are current. Recommends needed repairs to facility and / or equipment.

**MANAGEMENT ACCOUNTABILITY**

This position reports to the club Site Director. This position supervises Athletics staff and volunteers. This position does not include fiscal accountabilities.

**RELATIONSHIPS:**
Internal: The position will be expected to develop positive and supportive professional relationships with members, serving as a positive role model for young people through communication, dress, and attitude. The position will also engage in extensive interaction with club staff in program management and club operations.

External: As needed the position will be involved in collaborative, or engage in leading, community outreach, program extension, and club related event activities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of subject matter within core areas and youth development in general.

Skilled in creative planning, lesson planning, implementing quality youth programs, organizational /and project management, and working toward positive outcomes.

Ability to deal effectively with members, including disciplinary issues. Demonstrated ability in relationship building and working with young people and parents. Ability to demonstrate a professional manner in all interactions, able to facilitate a diverse group of youth effectively, and to organize time well and focus on completing assigned tasks with minimal supervision.

Minimum Qualifications:

- Four year degree in related field from an accredited college or university, current undergrad students may be considered with a combination of 2 years of college and 2 years experience
- Combined experience and / or formal training equivalent to a minimum of three years where:
There is experience working with youth and knowledge of youth development.
- Formal training, and / or experience teaching youth sports (tennis, basketball, soccer, football)while creating engaging learning experiences.
Excellent communication and inter-personal skills.
Hold a valid drivers’ license and pass motor vehicle driving record check.
Pass criminal background check.
Pass (negative result) a TB test.

**Preferred Qualifications:**
Possess some knowledge of the rules, regulations, strategies and techniques of sports.
CPR and First Aid Certifications
Prior experience working in a Boys & Girls Club.

**Link To Apply:**

<https://www.indeed.com/jobs?q=athletic%20coordinator&l=Los%20Angeles%2C%20CA&advn=3325304140580303&vjk=9c6ec53a15cc888d>

**Full/Part Time:**

Full Time (32 hours)

**Closing Date:**

September 30, 2019