



**JOB TITLE:** Sweet Home Athletic Coordinator

**DEPARTMENT:** Sweet Home Athletics

**REPORTS TO:** Athletic Director

**SALARY:** \$17.00-\$18.00/hr DOE – 40 hrs /week.

**JOB DESCRIPTION:** The Athletic Coordinator is responsible for providing leadership in athletic programs and equipment management. The Athletic Coordinator is responsible for the development, planning, delivery/implementation and evaluation of athletic programs and related work as assigned. The Athletic Coordinator is an integral part of the organization and responsible for assisting with community engagement and fundraising events as needed. Additionally, this position will be required to provide direct youth service support, as needed, within other youth programs.

**DUTIES & RESPONSIBILITIES:**

- Athletic Program Management
  - Markets programs to the community.
  - An annual calendar is created for all sports programs
  - Information is provided for each sports season through a variety of sources including social media, school fliers, and traditional media
  - Season timelines are distributed to each parent during registration
  - Sponsorships are secured for all teams
  - Coach meetings and workshops are facilitated for each sport
  - High quality and regular parent communication is delivered
  - Regular athletic clinics are advertised, planned and implemented
  
- Administration - the Athletic Coordinator is a key member of the organization and duties generally include implementation of athletic policies and procedures, while assuring understanding and adherence of all athletic staff and volunteers.
  - An annual athletic program budget is prepared
  - Each program stays within the budget
  - Assigned volunteers are trained and contribute to the skill building of youth
  - A written schedule is kept of facility usage
  - Off-site scheduling of facilities is coordinated and maintained
  - Equipment and supplies are ordered, maintained and stored to assure efficient function
  - A background check is completed on every volunteer prior to their participation
  - High quality and prompt communication between the Athletic Coordinator, parents, and coaches is of highest priority (response time of no more than 24 hours, etc. standards will be established with Athletic Director)
  
- Safety, Program Quality and Policy Enforcement - the Athletic Coordinator provides guidance to parents, coaches and athletic staff/volunteers.
  - Positive and respectful relationships exist between staff and coaches
  - Standards of conduct and rules are discussed in coaches meetings
  - Behavioral incidents of coaches and team members are recorded and addressed

- Proper tracking and recognition of sponsors
- Athletic equipment organized, kept in good repair and replaced when necessary
- Coaches are instructed on proper use of athletic equipment and complete necessary safety training
- Equipment maintenance is performed promptly
- Regular safety checks are scheduled to identify potential hazards
- Regular supervision of athletic events is done to ensure program quality and safety
- Athletic venues such as off-site baseball/softball fields are maintained appropriately
- General Program Delivery

**SKILLS/KNOWLEDGE REQUIRED:**

- Previous work experience in a Boys & Girls Club athletic program or similar organization setting
- Previous experience working with children, parents and community partners
- Strong communication skills both oral and written
- Able to work well with others and independently
- CPR and First Aid Certifications (Must be acquired within first 30 days of work)
- Oregon Food Handler's Certification (Must be acquired within first 30 days of work)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Active environment that requires employee to be on their feet for hours a time
- Frequent lifting and moving of large sized objects
- Must be physically capable of working for long periods of time in inclement weather

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job

To Apply: Please submit resume, cover letter and three references to Madison Yock, Director for Operations, at [madison@bgcgratersantiam.org](mailto:madison@bgcgratersantiam.org)