



**TITLE:** Athletic Coordinator

**DEPARTMENT:** Athletics

**REPORTS TO:** Athletics Director

**WAGE:** \$16/hour

**HOURS:** This is a part-time, non-exempt position with 20-25 hours per week. Hours are typically 3pm-8pm M-F, but they are flexible, and some weekend day hours will be required.

**PRIMARY FUNCTION:** The Athletic Coordinator for the Boys and Girls Clubs of Greater Santiam will support the athletic department's administrative duties and act as the department's representative to parents and volunteers when the athletic director is not available.

**RESPONSIBILITIES:**

- Set up gym/field, including scoreboard/scorecards, bleachers
- Clean facilities at the end of the evening
- Acts as the representative of the Athletic Department to parents and volunteers when the Athletic Director is not available.
- Assist with scheduling of practices/facility use
- Assist with securing team sponsors
- Assist with recruiting/scheduling officials
- Maintaining equipment and keeping an accurate inventory, including distribution and collection in relation to each sports season.
- Assisting in the distribution of team uniforms.
- Supervising the gyms and/or sports fields.
- Assist and execute decisions regarding games status, officials and/or issues of immediate attention in the absence of the Athletic Director.
- Supervise team picture days/night to ensure quality photos that will be given to sponsors and coaches.
- Participates in Club wide events.
- Other duties as assigned by the Athletic Director.

**MINIMUM QUALIFICATIONS:**

- Previous work experience in a Boys and Girls Club athletic program or similar organizational 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 at a time
- Frequent lifting and moving of large sized objects
- Must be physically capable of working for long periods of time in inclement weather



**DISCLAIMERS:**

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.

*BGCGS provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. BGCGS uses only job-related criteria in making decisions concerning applicants and employees. All employees are subject to pre-employment background checks.*

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Employee Signature

Date

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Supervisor Signature

Date