



JOB TITLE: Athletic Assistant

DEPARTMENT: Athletics

REPORTS TO: Athletic Director

SALARY: Part-time \$15.05/hr, Hours and times may vary to meet organizational needs (including weekends), generally Monday-Friday 4:30 - 8:00 pm.

JOB DESCRIPTION: The Athletic Assistant is responsible for assisting the Athletic Coordinator in any Athletics programs, including after-hour athletic events.

DUTIES & RESPONSIBILITIES:

- Athletics Program Management
 - Assist with set-up, teardown, and management of gym, games, and officials
 - Communicate with the Athletic Director regularly concerning obstacles or complaints occurring during after-hours events
 - Assist with the administration of programs (i.e. rosters, schedules, meeting preparation)
 - Equipment maintenance - inventory, repair, replace, and clean equipment, gear, and uniforms as necessary
 - Perform other duties as assigned
- Safety, Program Quality, and Policy Enforcement - the Athletic Assistant provides guidance to parents, coaches, athletic staff/volunteers, and community members as necessary and in the absence of AD
 - Ensure the safety of players, parents, officials, and spectators during Club programs and events
 - Ensure positive and respectful relationships exist between parents, spectators, and coaches
 - Standards of conduct and rules are enforced during Club programs and events
 - Behavioral incidents of coaches and team members are recorded and addressed
 - Regular safety checks are scheduled to identify potential hazards
 - Athletic venues such as off-site gyms and baseball/softball fields are maintained appropriately

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
- Will be required to perform duties with minimal supervision and must operate out of previously established procedures and guidelines
- CPR and First Aid Certifications (Must be acquired within first 30 days of work)
- Recognizing Child Abuse & Neglect Certification
- Team player
- Innovative

- Must be 18 or older
- Must have a valid ODL

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Active environment that requires employee to be on their feet for hours a time as well
- Frequent lifting, carrying, pulling, pushing and manipulating of small to large sized objects
- Must be physically capable of working for long periods of time in inclement weather
- Will be required to operate: utility vehicles, outdoor power equipment and basic hand tools/athletic equipment

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.

Signed by: _____
Incumbent

Date

Approved by: _____
Supervisor

Date