

Athletic & Teen Coordinator

Boys & Girls Clubs of Elma, Marilla and Wales

Elma, NY

The Athletic & Teen Coordinator will plan, supervise and implement a variety of high-yield activities and targeted programs focused on athletics, health, fitness, teamwork, and sportsmanship. A sample of activities may include: organized, intramural and team sport activities. Specifically, this position will be responsible for organizing daily activities for youth ages 9 to 18 and coordinating all league sports.

Position Type: Full-time

Positions Available: TBA

Job Requirements

- Bachelor's degree or higher in an applicable field (Sports Management, Physical Education, etc.) or a combination of education and at least 2 years of experience in a similar position.
- CPR/First Aid certified.

PRIMARY FUNCTION:

The Athletic & Teen Coordinator is responsible for implementing a quality and comprehensive program plan utilizing tools and strategies set forth by the Boys & Girls Club of America and local organizations. With their No.1 priority being their work with kids during program hours, the person who fills this position will also be responsible for the items listed below.

KEY ROLES

- Design and implement a high quality and comprehensive sports and fitness program plan utilizing tools and strategies set forth by the Boys & Girls Club of America, local and federal funders. Programs may include: Basketball, Wanna Play baseball program, Triple Play Daily Gym and Healthy Habits
- Work with the staff to ensure that the program and all sports & recreation equipment at all program sites is properly supervised, maintained and equipped for routine use
- Ensure a safe and respectful environment by orienting members to club rules, expectations and safety protocols. Address all issues in a timely manner
- Collaborate with Executive Director, staff, and other local Clubs on curriculum ideas
- Track and monitor attendance and work with the staff to implement a recruitment plan to maximize program participation
- Serve in both advocate and coordinating capacities between the Club's sports and recreation program and potential community partners to develop field trips, volunteer opportunities, curriculum partners, etc.
- Assist in the evaluation of club-wide programs and services. Evaluations include the Formula for Impact, and National Youth Outcomes Initiative.
- Participate in strategic planning to improve the quality of services, recruit and retain participants and generate revenue
- Provide leadership and program support for summer camp.

Other responsibilities

- Supervise part time program staff and coaches. Provide orientations and training as needed
- Assist with grants management and program development

- Other duties as assigned

The Boys & Girls Clubs of Elma, Marilla and Wales offers a variety of programs for youth, adults and families. Programs include after school licensed child care, homework help, teen program, and an all-day summer camp.

Contact Information:

Email resume and cover letter to:

Tracey Karp Theal, Executive Director
2080 Girdle Road
Elma, NY 14059
Phone: 716.652.9292

Job Type: Full-time

Salary: TBD based on candidates

Hours: 1:00pm-9:00pm, Mon-Fri, some Saturdays required

Required education:

- Bachelor's

Required experience:

- sports and recreation: 1 year