

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

POSITION DESCRIPTION

TITLE:	Athletic Coordinator
DEPARTMENT:	Athletics
REPORTS TO:	Athletic Program Manager
COMPENSATION:	\$12-14/HR DOE
STATUS:	Part-time 15-25hrs week
HOURS:	Varies - Evenings and Saturdays

To apply send resume, Cover Letter, list of THREE references to RAshe@WhatcomClubs.org, Attn: Athletics Department. Please no phone calls.

POSITION DESCRIPTION

Responsible for assisting the Athletic Director (AD) and Athletic Program Manager (APM) in the organization and logistics for youth sports including formation of teams, involvement of volunteers, venues and the smooth running of the seasons including supervising games and practices.

KEY RESPONSIBILITIES

- Assists with sports registrations-membership sign up, and the collection of athletic fees
- Assists with formation of teams and maintaining of team rosters
- Data entry and management of the athletic teams in computer database
- Supervision of games
- Supervision of practices
- Resolves issues that arise in program and troubleshooting with parents and coaches
- Assists with updating, maintaining and displaying of sports standings during the season
- Performs the manual labor of cleaning and prepping fields and gyms
- Organizes and prepares sports equipment for distribution to coaches
- Promote Clubhouse benefits and programs to athletic program participants

OTHER RESPONSIBILITIES

- Ensure a healthy and safe atmosphere for program participants and guests
- Ensure security of assigned facilities
- Establish and maintain effective working relationships with those contacted in the course of work.
- Other related duties as specified by the Athletic Director and/or Athletic Coordinator.

CORE PERFORMANCE CATEGORIES

- Accurate record keeping

- Ensure positive environment through the promotion of sportsmanship
- Effective Communication

ADDITIONAL RESPONSIBILITIES

Other projects as assigned by the AD and/or APM

RELATIONSHIPS

Internal: Maintains close contact with Club professional staff including Athletic Program Manager, Athletics Outreach Coordinator, Athletic Director and Club staff. Works closely with volunteers and spectators.

SKILLS/KNOWLEDGE REQUIRED

- Experience coaching, refereeing or working in youth sports programs preferred
- High School Diploma required, secondary education preferred
- Ability to work with volunteers, youth and families from a variety of backgrounds
- Experience in data entry, MS Word and Excel
- Must pass a national background check
- Must pass a national drug test
- Minimum age requirement 20 year or older

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field. This position required both inside and outside work that may include exposure to rain and inclement weather.

DISCLAIMER

The job description in no way states or implies these are the only duties to be performed by the Athletic Coordinator. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Athletic Program Manager, Athletics Outreach Coordinator, and/or Athletic Director. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.