

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

POSITION DESCRIPTION

TITLE:	Athletic Program Manager
DEPARTMENT:	Athletics
REPORTS TO:	Athletic Director
STATUS:	Full-time hourly
PAY RANGE:	\$16-\$18.00 hour PTO, medical, dental and 401K benefits
HOURS:	Generally 10am-6pm and some Saturdays required, hours vary according to program needs

POSITION DESCRIPTION

The Countywide Athletic Program Manager (APM) is responsible for assisting the general organization and oversight of youth sports in the Whatcom County. Oversight includes management of volunteers, athletics staff, and referees.

KEY RESPONSIBILITIES

- Develop and manage athletic programs consistent with the mission and enabling each participant to reach their full potential as productive, caring and responsible citizens
- Secure game and practice sites for athletic programs
- Create game schedules- regular season and post season
- Create practice schedules
- Coordinates supervision of games
- Sports registrations—membership sign up, sports fees and team placement
- Ensure formation of teams
- Ensure teams are properly dressed in Boys & Girls Clubs approved uniforms
- Inspect, repair and replace all athletic equipment assuring the safety of participants
- Track and maintain inventory on all athletic gear
- Train, schedule and evaluate officials and umpires
- Arrange for appropriate venue supervision
- Understand all athletic, rules and regulations, and assure compliance and consistency
- Evaluate all rules and make suggestions for improvements when necessary
- Ensure accurate data collection of all athletic registrations and program participation
- Field maintenance (Northwest Fields and other)
- Develop and present proposals for increased efficiencies in the Athletic Department

- Troubleshooting with parents, coaches
- Promote Clubhouse benefits and programs to athletic program participants

OTHER RESPONSIBILITIES

- Ensure a healthy and safe environment, supervising members in athletic areas
- Implement goals, objectives, policies procedures and work standards for assigned programs
- Exercise independent judgment and initiative within general policy guidelines.
- 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 Director of Operations.

CORE PERFORMANCE CATEGORIES

- Reading & answering emails promptly; carrying out directives by supervisor, communication of needs at least one week in advance for materials and supplies
- Prepare and complete daily activity tracking and enter information into Vision/ E-tapestry
- Ensure inviting and friendly atmosphere
- Per each program requirements all paperwork must be completed completely and accurately as needed

ADDITIONAL RESPONSIBILITIES

- Exercise authority in problems relating to members, coaches, referees or umpires.
- Handle other duties and responsibilities as deemed necessary or important as assigned by the AD, CEO or Director of Operations.

RELATIONSHIPS

Internal: Maintains close contact with Club professional staff including Branch or Unit Directors, Athletic Director and Athletics Outreach Coordinator. Works closely with volunteers and other athletic organizers in Whatcom County.

SKILLS/KNOWLEDGE REQUIRED

- Four year degree.
- Experience in working with children.
- Knowledge of youth development strategies.
- Ability to motivate youth and handle behavior problems.
- Ability to deal with the general public.
- Experience recruiting and training volunteers
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Ability to work with youth and families from a variety of backgrounds.
- Proven ability to work independently and as a contributor to a working team.
- Flexibility to work clubhouse hours especially as seasons and service needs change.
- Exceptional interpersonal skills in addition to strong verbal and written communication abilities.
- Demonstrated ability to plan, direct and measure programs.

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.

DISCLAIMER

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

To apply: Cover letter, Resume and 3 References to Randy Ashe at Rashe@whatcomclubs.org

Positions open until filled