

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF WHATCOM COUNTY

## POSITION DESCRIPTION

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<b>TITLE:</b>	<b>Site Supervisor</b>
<b>DEPARTMENT:</b>	<b>Athletics</b>
<b>REPORTS TO:</b>	<b>Athletic Program Manager</b>
<b>COMPENSATION:</b>	<b>\$10-12/HR DOE</b> <b>\$12-14/HR DOE for Tackle Football</b>
<b>STATUS:</b>	<b>Part-time seasonal 8-10 hrs week during the Sports Season (Basketball, Tackle Football, Flag Football, Volleyball, Baseball)</b>
<b>HOURS:</b>	<b>Varies – Evenings and Saturdays</b>

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### POSITION DESCRIPTION

The Site Supervisor is responsible for assisting the Athletic Director (AD) and Athletic Program Manager (APM) in the supervision of Boys & Girls Clubs athletic programs at field and gym locations throughout the county. The Site Supervisor is responsible for the safety and supervision of participants, coaches, officials and spectators. This position supports the mission and values of the Boys & Girls Clubs of Whatcom County through the promotion of sportsmanship, fair play and supportive environments for all youth.

### KEY RESPONSIBILITIES

- Provides direct supervision of the fields during athletic programs ensuring safety of participants & spectators
- Enforces all rules/regulations and organizational policies to ensure a safe athletic event
- Responsible for opening facility, setting up, putting away of equipment and securing facility after the event
- Resolves issues during the program and troubleshooting with parents and coaches at the field or gym
- Performs the manual labor of cleaning and prepping fields or gym and organizing sports equipment as directed
- On-site emergency management supervisor

### OTHER RESPONSIBILITIES

- 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 Program Manager.

### CORE PERFORMANCE CATEGORIES

- Comprehensive understanding of league rules and game regulations
- Ability to respond to injuries- First Aid, CPR certified
- Customer service and conflict resolution skills
- Volunteer management
- 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, Athletic Coordinators, 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 required
- High School Diploma required, secondary education preferred
- Ability to work with volunteers, youth and families from a variety of backgrounds
- Must pass a national background check
- Must pass a national drug test
- Minimum age requirement 21 years 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 requires 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 Site Supervisor. 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.