



Sports & Fitness Coordinator

POSITION SUMMARY:

Boys & Girls Clubs of MetroWest, Marlborough Clubhouse is in search of a Sports & Fitness Coordinator. The position is responsible for developing, implementing, and overseeing all sports/fitness programs and activities for grades 1 through 12 and overseeing our Basketball league.

Schedule: Monday – Friday 1:00PM – 9:00PM.

PRINCIPLE RESPONSIBILITIES:

- Plan and implement sports/fitness programs in accordance with organizational goals and with balance of movement exploration, recreational and competitive sports.
- Plan for and oversee all aspects of the Marlborough Clubhouse Basketball league including recruiting volunteer coaches, creating teams, working with sponsors and other tasks.
- Develop activities to build gross motor and fine motor skills.
- Incorporate Boys & Girls Clubs of America's Triple Play program into full year schedule.
- Maintain statistics for pre- & post- fitness results to determine outcomes.
- Develop programs with skill building activities designed to increase self-esteem and confidence of participants.
- Organize and implement team sport leagues for all ages.
- Promote and market programs to members and the community.
- Work with other agency staff in the coordination/incorporation of this program with others.
- Supervise and train sports/fitness instructors.
- Submit curriculum and monthly reports to supervisor, and evaluate programs in writing.
- Submit budget requests to supervisor as requested.
- Maintain and execute procedures for admission registration, withdrawing and payments of programs.
- Participate in periodic assessment of own performance and develop own goals and objectives.
- Participate in training to improve skills. Trainings include; Boys & Girls Clubs of America – national, regional, and local trainings.

EDUCATION/EXPERIENCE/SKILLS REQUIRED:

- Degree in Physical Education or related field desired.
- Experience in youth work.
- Ability to supervise staff and work w/program volunteers.
- Excellent verbal and written skills.
- Organizational and analytical skills.

CONTACT INFORMATION

Submit resume and salary requirements to:
Rachel Constanzo, Club Director
Boys & Girls Clubs of MetroWest
169 Pleasant Street, Marlborough Ma
Rachel.Constanzo@bgcmetrowest.org