Title: Sports & Fitness Coordinator (Full Time)

Full Time: School Year: Monday – Friday 1:00 – 9:00/ Summer: Monday – Friday 9:00 – 5:00

POSITION SUMMARY:
The Sports & Fitness Coordinator is responsible for the growth and development of the sports and fitness program for youth of all ages (Elementary, Middle and High School) at the Club. Overall wellness, leading sports and games, relationship building, healthy competition, and program design are key elements of this role.

Key Roles (Essential Job Responsibilities)

Youth Development
- Create an environment that facilitates positive youth development
- Recruit members and promote the Club
- Provide guidance and support as a positive role model
- Teach emotion regulation through mindfulness, experiential learning and other hands on techniques.

Programming
- Effectively plan and implement a wide variety of athletic, recreation, and fitness age appropriate programs, services and activities for members that represent the core program areas listed above
- Develop seasonal schedule for the gym based on leagues and other events
- Organize sports leagues and tournaments
- Collaborate programs and events with staff form other departments and Clubs and community

Safety
- Implement practices to ensure physical, mental and emotional safety in program
- Supervise and discipline members within the gym as well as throughout the Club
- Maintain cleanliness of program area
- Maintain material, equipment and other resources belonging to the program area
- Ensure safe athletic practices are utilized to reduce injuries

Organization
- Complete necessary reports and attendance sheets
- Participate in outcome measurement processes and other evaluation programs including BGCA’s annual evaluation tools
- Communicate with schools, and other community agencies as needed
- Maintain close, daily communication with Club staff, Club members, and supervisor to receive/provide information, discuss challenges, explain or interpret guidelines/instructions; instruct, and advise/counsel

Skills/Knowledge Required:
- Associate or Bachelor degree preferred but not required
- Direct experience developing and delivering wellness programming or coaching for 1st-12th grade
- Minimum 1 year experience teaching and/or coaching youth sports
- Willingness to have fun, be engaging and hands on working with youth
- Group leadership skills, including an understanding of group dynamics
- Ability to work with youth and families from a variety of backgrounds
- Culturally competent and flexible to the changing needs of a diverse community
- Ability to manage large groups of youth

To apply send cover letter and resume to: marlboroprograms@bgcmetrowest.org