



POSITION DESCRIPTION

Title: **Lead Program Assistant, Sports, Recreation & Fitness**

Work Schedule: Part-time, 25-30 hours per week, Monday – Friday, generally scheduled between 12:00pm-6:00pm and some Saturdays to support sports leagues, with occasional other weekend responsibilities for training and special events. Opportunity for full-time employment during School Intercession Programs expected (this is equivalent to up to 14 weeks full-time employment).

Reports to: Wellness Specialist

MISSION:

"Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens."

PRIMARY FUNCTION:

Under the supervision of the Wellness Specialist, the Lead Program Assistant, Sports, Fitness & Recreation is responsible for assisting with planning, implementing and managing quality and consistent Sports, Fitness & Recreation programming for diverse youth ages 6-18, at his/her assigned Club Site. S/he plays an essential role in ensuring Member safety and positive social interactions and maintaining a positive Club environment for the while assisting Members with developing better physical and mental fitness, improving social and interpersonal skills, engaging in positive use of leisure time, and improving school attendance and performance. This position requires strong leadership and supervision skills both in working directly with Members and Staff as the Lead Program Assistant, Sports, Fitness & Recreation

KEY ROLES/RESPONSIBILITIES:

1. *Prepare Youth for Success*

- Learn the names of members and develop positive relationships with youth;
- Know and implement the youth development strategies to assist members in achieving Boys & Girls Clubs outcomes;
- Implement National Boys & Girls Clubs of America strategies, curriculum and programs that include: Project Learn, Fitness Authority, Triple Play, CATCH, and P.L.A.Y. DAILY;
- Develop and implement fun, quality, safe and educational sports, fitness and recreation programming and activities which will attract participation by Members of all genders, ages and backgrounds;
- Instill a sense of sportsmanship, teamwork and fair play in members as well as staff during programs and activities;
- Plan and offer daily physical education activities which support the development of fundamental motor skills needed for different sports;
- Plan and provide daily opportunities for non-competitive physical education activities which appeal to girls and boys of all ages and backgrounds;
- Provide fun, safe and quality sports, recreation, fitness and leisure opportunities which appeal to boys and girls of all ages to help them adopt healthy, active lifestyles;
- Arrange opportunities for members to attend sporting events at the high school, college and professional levels;
- Organize weekly intramural team sports leagues for boys and girls of all backgrounds which encourage teamwork and fairness;
- Provide guidance, mentoring and role modeling to members;
- Supervise members on field trips;
- Utilize BGCMC Incentive System effectively (e.g. awarding Boys & Girls Club Dollars);
- Respect confidentiality of members, employees, volunteers and information;
- Strive to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skills with members, peers, superiors, parents, volunteers and the general public; and
- Contribute to the successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Monterey County.

2. *Assist with Planning, Implementing & Evaluating Programming and Curriculum*

- Participate in the setting and achievement of organizational goals related to Sports, Fitness & Recreation Programming;
- Assist with planning, organizing, implementing and evaluating School Intercession programs;

- Ensure quality improvement by assisting with monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests; and
- Provide leadership for Sports, Fitness & Recreation programming and areas,, including supervision of Program Assistants and Volunteers.

3. Maintain Order & Safety in Sports, Fitness & Recreation Program Areas

- Maintain an environment that insures the health and safety of members by monitoring the Sports, Fitness & Recreation Program areas by maintaining a high degree of awareness to ensure a safe environment;
- Control, monitor and direct traffic in the Sports, Fitness & Recreation Program areas, ensuring a positive club climate; and
- Maintain a sense of order and control in the Gymnasium, Health Center, Weight & Fitness Center, Exercise Center, Activity Room, Lobby and other assigned Sports, Fitness & Recreation areas at the Boys & Girls Club.

EXAMPLE DAILY DUTIES:

- Oversee daily supervision of Sports, Fitness & Recreation Program and activities, managing situations fairly and correctly.
- Supervise assigned Program Assistants.
- Facilitate Sports, Fitness & Recreation Programming in assigned area(s), ensuring safety of Members at all times.
- Provide prompt, professional, courteous service for members and the general public.
- Oversee daily member property storage and retrieval transactions, including managing situations involving missing items appropriately.
- Run scheduled large and small groups activities at the scheduled times with a high level of excitement and order.
- Assist Staff and Members in learning how to use Sports, Fitness & Recreation Program equipment properly.
- Assist in ensuring and providing proper care and maintenance for sports, fitness recreation equipment and other assigned resources.
- Provide supervision and leadership for Sports, Fitness & Recreation program and areas in the absence of the Sports, Fitness & Recreation Specialist.
- Serve as a positive force in the organization and achieve a high standard of professionalism and customer service through effective communication, personal motivation, and interpersonal skills with Members, peers, superiors, parents and the general public.
- Conduct group tours of the building, effectively explaining programs and services offered.
- Perform other duties as assigned.

ADDITIONAL ACCOUNTABILITIES:

Essential Working Relationships:

- Internal - Maintain close, daily contact with Club Members, Staff (professional and volunteer), to receive and provide information, discuss issues, explain guidelines/instructions, instruct and advise.
- External - Maintain contact with external stakeholders, including: Members' Parents/Families, schools and institutions of higher education, other youth serving organizations, businesses and community groups to support fulfillment of BGCMC Mission.

Environmental and Working Conditions:

- This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment. Occasional travel between Club sites is required.

Physical and Mental Requirements:

- Demonstrated ability to:
 - Maintain a high energy level.
 - Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
 - Effectively communicate with a variety of audiences in various settings.
- Must have a reliable and accessible mode of transportation to commute occasionally between Club sites.

Maintain and uphold the eight attributes of integrity:

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| <ol style="list-style-type: none"> 1. CHARACTER:
Consistency between word and deed 2. HONESTY:
Truthful communication 3. OPENESS:
Operational transparency 4. AUTHORITY:
Employee encouragement | <ol style="list-style-type: none"> 5. PARTNERSHIP:
Honor obligations 6. PERFORMANCE:
Accountability throughout the organization 7. CHARITY:
Generous community stewardship 8. GRACIOUSNESS:
Respect and discipline |
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Supervisory Responsibilities

- Provide direct and indirect supervision to part time youth development professionals.

QUALIFICATIONS REQUIREMENTS:

Minimum Qualifications:

- Successfully complete pre-employment background check and drug testing;
- A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders;
- Two years experience in providing Sports, Fitness & Recreation activities for youth between 6 – 18 years old or related experience;
- Some postsecondary education in Sports, Fitness & Recreation or related field. Candidates with Associates or Bachelors Degree are preferred;
- Responsible, dependable and can take initiative;
- A minimum of one year of youth development work experience;
- A minimum of one year experience supervising and managing performance of Staff and/or Volunteers;
- Responsible, dependable and can take initiative;
- Attainment of Valid Class B Driver's License within 90 days of employment;
- Excellent interpersonal, oral and written communication skills; and
- Exceptional ability and aptitude to make correct decisions within established policies and commitment to adhere to BGCMC [Minimum Standards and Expectations](#) of All BGCMC Staff.

Specialized Skills Required:

- Proven ability to cultivate positive relationships with youth between the ages 6-18 and to offer high-quality, engaging and fun youth development programming addressing youth interests and needs;
- Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment;
- Ability to implement multicultural educational strategies needed to fulfill the responsibilities of this position;
- Sports, Fitness & Recreation Development related content knowledge and ability to implement multicultural educational strategies needed to fulfill the responsibilities of this position;
- Thorough knowledge of a broad range of youth development and sports, fitness, & recreation related curriculum and ability to implement multicultural educational strategies needed to fulfill the responsibilities of this position;
- Ability to supervise youth, staff and volunteers, and providing positive direction, discipline and performance management;
- Competence in utilizing technology to maximize workplace efficiency and youth development programming; and
- Must have access to own transportation.

Highly Desirable Qualifications:

- Oral and written fluency in Spanish and English;
- Bachelors degree in Sports, Fitness, Recreation or related field;
- Proven knowledge, understanding of youth development &/or educational work with youth, families and organizations of Monterey County communities, especially those located in the Salinas Valley and on the Monterey Peninsula;
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Internet Explorer, and Adobe Photoshop & Illustrator;
- Experience in planning, implementing and assessing youth development programming; and
- First Aid & CPR Certification.

COMPENSATION:

Range starting at \$11.00 per hour based on qualifications. Paid benefits package including accrual of up to one-week paid vacation, Medical, Vision, Pension and 403(b) Plan Investment Options. Professional development opportunities are available contingent upon funding and approval. This position is classified as non-exempt and as such is eligible for the overtime provisions of the Fair Labor Standards Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION PROCEDURES:

A completed BGCMC official application, resume and cover letter must be received in the Human Resources Office to be considered for this position.

Submit completed applications: By FAX to (831) 394-4898, by mail to P.O. Box 97, Seaside, CA 93955 or in person to our Seaside Unit located at 1332 La Salle Avenue. Materials submitted become the property of BGCMC and will not be returned.

To obtain the required BGCMC application form, visit the BGCMC website at www.bgcmc.org, or visit our Administration Office located at our Seaside Unit between 9:30am – 4:30pm, Monday – Friday.

BGCMC is an EEO employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.