



BOYS & GIRLS CLUB
OF COLLIER COUNTY

JOB POSTING

TITLE: Athletic Specialist

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Program Operations

REPORTS TO: Athletic Director

CLASSIFICATION: Exempt Non-Exempt

PRIMARY FUNCTION:

Responsible for assisting in the facilitation of age appropriate programs that stress physical education, health, and character. Although the daily activities will pertain to the assigned programming responsibilities, the primary function of this position is to support the members and provide a nurturing environment that fosters having fun while learning to successfully function in a group/team atmosphere.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success:

Working under the guidance of the Athletic Coordinator, supervise designated leagues and Club sporting, fitness, recreation, and character programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing
- **Developing Organizational Talent:** Delegating
- **Leadership Skills:** Team Building
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.
2. Ensure that members are encouraged to participate in a variety of sporting program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
3. Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

4. Maintain Club athletic/character program goals and settings that ensure the health and safety of members. Understand and effectively communicate standards of program; ensure program areas are safe.
5. Ensure that Club sporting and recreational equipment is maintained and in good working condition.
6. Participate in weekly staff meetings, prepared to discuss ideas, problems and goals, and give input into further development of both your specific program and the overall club program.
7. Submit lesson plans, curriculum and schedules to management for approval. Complete required paperwork including program reports and pre and post tests according to established deadlines.

ADDITIONAL RESPONSIBILITIES:

8. Assist in integrating an ongoing system for the recognition of club members' participation and achievements in athletic programs and develop league and other competitive events in sports and other recreational activities. Publish results of competitions so that members can view the success of their accomplishments.
9. In conjunction with the Athletic Coordinator, ensure Baker Field is adequately staffed when outside organizations are using our facilities. Lock up and secure facilities as needed.
10. In conjunction with the management staff and other management staff, facilitate yearly school supply pick up and distribution.

Knowledge

Demonstrated knowledge of principles related to development of youth between 6 and 18 years of age, group leadership skills, and an understanding of group dynamics.

Education

Associates Degree preferred, High School Diploma required or GED.

Experience

Minimum of two years experience in the operation of a Boys & Girls Club (or similar organization) preferred.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Program Director, Facilities Manager, Athletic Coordinator and Club staff (professional and volunteer), as well as club members to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member's parents and others to resolve problems, publicize Club and further mission of organization.

Other Requirements

- CPR and first aid certifications
- Valid (state) driver's license.
- Meet the eligibility of insurance company regulations for operating Club vehicle(s) and complete CDL certification

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply:

Qualified interested candidates will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources Director at hr@bgccc. Position will remain open until filled.

EOE/DFWP/SFWP