

The Club for Boys
Job Description
Youth Activities Director – Athletics
Updated 07/15/24



Job Summary: The primary functions for this position are the planning and implementation of athletic programs for boys ages 6-17 including the organization of various sports leagues.

Reports to: Program Director

Supervises: Volunteers

Responsibilities and Duties

- Establish constructive social habits and attitudes through competition and adherence to rules; practice of self-control; concern and respect for others; self-respect; and devotion to the common good.
- Model health and fitness through individual behavior and discussions with members.
- Program Operation:
 - Improve the health and physical fitness of members through fun activities that develop strength, coordination, and stamina.
 - Promote an interest and skill in athletics and sports that will carry over to later life.
 - Provide activities that are fun in themselves, without having a goal beyond being social physical activities.
 - Develop organized sports leagues that emphasize fun through participation, attendance, teamwork, and development of basic skills.
 - Ensure that all members are given an opportunity to participate.
 - Plan programs well in advance.
 - Keep a file on all events held in the gym and outdoor areas.
 - Complete monthly calendars, injury reports, and other reports/paperwork in a timely manner.
 - Ensure adequate supervision of all members through positioning during activity, use of volunteers, and establishing routines that lead to order.
 - Report injuries to Program Director in a timely manner.
 - Provide a safe, warm, and friendly atmosphere.
 - Ensure that boys are not using activities to intimidate, bully, or abuse other members.
 - Publicize activities during announcements and using printed posters, flyers, etc. as needed.

- Build and maintain relationships with community members and volunteers to help support the athletic program.
- Train coaches and other volunteers as needed.
- Provide opportunities for members with physical disabilities.
- Participate as a driver in the Transportation Program.
- Maintenance/Housekeeping
 - Regularly perform routine housekeeping functions as needed to keep areas clean and sanitary.
 - Ensure that all equipment is in good condition, properly stored, kept clean, and in sanitary condition.
 - Properly secure gym and other program areas, including storage areas.
 - Report building and equipment maintenance needs to appropriate staff.
- Budget
 - Work with Program Director to prepare and manage athletic budget.
 - Follow established purchasing policy for all expenditures.
 - Maintain an inventory of all gym equipment and supplies.
- Meet with supervisor on a regular basis.
- Be a positive role model for all members in interactions with boys, other staff, and the public.

Minimum Qualifications:

- High School diploma or equivalent.
- Education and/or experience equivalent to an associate degree in a youth related field.
- Broad knowledge of sports.
- Basic knowledge of word processing, spreadsheet, and e-mail/calendar software, preferably Microsoft Office.
- Certification or ability to become certified in First Aid and CPR.
- Valid driver's license and ability to qualify for a commercial driver's license (CDL).

Skills:

- Ability to multi-task, solve problems, work under pressure, and meet deadlines.
- Self-starter with an ability to work with little or no supervision.
- Must possess mature judgment, neat personal appearance, tact, and discretion.
- Strong interpersonal communications skills.
- Ability to connect positively with children of all ages.

Physical Requirements:

- The employee must lift, maneuver, and carry medium to heavy objects (i.e., 10 – 75 lbs.).
- Must be able to stand for extended periods, bend, and squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions.
- Good manual dexterity, good hand/eye coordination and good visual acuity.
- Work under noisy/loud conditions.

Work Specifics:

- Full time, hourly non-exempt.
- Day time hours during the summer and afternoon/evening hours during the school year. Some Fridays during the school year are until 11:00 pm.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to cross-train in other areas of the Club, follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

I have read and agree with the above job description.

Employee Signature

Date