

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE:	Gym & Sports Coordinator
PROFILE SOURCE:	Summer Camp Contract Position June 7 th – July 30 th
DEPARTMENT:	Programs Staff
REPORTS TO:	Director of Programs
FLSA STATUS:	Full Time, 35- 40 hours
STARTING WAGE:	\$11 - \$12 Hourly

PRIMARY FUNCTION:

This position is responsible for planning and conducting a varied and exciting athletic, fitness, and sports program, giving informal guidance to members and for maintaining a positive atmosphere in the gym. Must have the ability to plan and conduct athletic games and activities. Must be able to enforce Boys & Girls Club rules and policies in a fair and equitable manner. Run solid programming with members which will improve their overall physical health.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

1. Create an environment that encourages artistic expression:
 - Learn and implement nationally recognized programs while promoting and stimulating program participation.
 - Plan, schedule, and implement the Triple Play program and sports fitness activities for each age group.
 - Monitor programs, services, and activities to ensure the safety of all members.
 - Flexibility when changes need to be made and dealing with a variety of situations.
 - Ensure members understand the rules of all games and are playing them accordingly.
 - Create innovative Gym and outdoor games with a focus on physical fitness.
 - Continually ensure all areas of the Gym are tidy throughout the day and ensure equipment is working and in safe condition.

Communication

2. Attend staff meetings and follow procedures.
3. Excellent communication skills and ability to communicate with staff, parents, volunteers and members.

Supervision

4. Train and supervise the Gym Assistant.
5. Supervise the Gym in its entirety and ensure members are safe while having fun.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be **required to drive** Club van

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

QUALIFICATIONS:

- High School Diploma Required/ degree in progress or acquired preferred.
- Interest and/or experience in physical education
- Experience in working with children
- Evidence of skills in programming, organization, activity development, communication, advising, and program development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and participate in physically strenuous programs
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

The following statements regularly apply to the position:

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver’s license, be able to be insured on company policy, and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
 - Irregular hours - Occasionally
 - Afternoons/Evenings - Regularly
 - Weekends - Occasionally

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.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____

Chief Executive Officer

Date