

POSITION DESCRIPTION

Job Title:	Sports and Fitness Coordinator
Department:	Program
Reports To:	Unit Director
FLSA Status:	Non-Exempt

JOB DESCRIPTION SUMMARY

Designs and implements and supervises the Physical Education program for a designated unit of the Boys & Girls Club.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Create an environment that facilitates the achievement of positive youth development:
 - promote and stimulate program participation;
 - will use positive youth guidance techniques including but not limited to, positive discipline and redirection;
 - provides guidance and role modeling to members;
 - participates in programs interacting with youth;
2. Design a variety of activities for youth of all ages.
3. Encourage and inform youth of proper techniques and attitudes.
4. Implement Physical education programs, teaching methods to youth and staff.
5. Evaluate the programs utilizing the BGCA Impact Assesment.
6. Network with schools, community, parents and members to keep programs varied and of interest to youth.
7. Prepare grant and progress reports as needed.
8. Ensure a productive work environment by assisting staff and volunteers.
9. Ability to organize and supervise members in a safe environment.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. Must have an acceptable driving record and be authorized to drive a Club van.
3. Responsible for other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Ability to work in a team environment.
2. Demonstrated ability to relate with children in a Boys & Girls Club environment.
3. Ability to deal with the general public and community organizations.
4. Ability to organize and supervise member in a safe environment.

EDUCATION and WORK EXPERIENCE

Education Bachelor's degree or equivalent experience is preferred.
Experience Knowledge of physical education programs

FUNDAMENTAL RELATIONSHIPS

Maintains close daily contact with Club staff, Club members, and supervisor to receive/provide information. Maintains contact with external community groups, schools, member's parents, and other to assist in resolving problems/issues.

PHYSICAL REQUIREMENTS

Visual: Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours

Communication: Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day

Movement: Ability to maneuver within work site 6-8 hours per day

Lifting/Pulling/Pushing/Carrying: Able to comfortably move and manipulate up to 20 lbs of weight up to 4-6 hours per day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date