



POSITION DESCRIPTION

TITLE:	Sports Program Specialist
DEPARTMENT:	Program Administration and Operations
REPORTS TO:	Director of Sports & Teen Programs
FLSA:	Non-Exempt

Summary

The *Sports Program Specialist* plans and facilitate innovative activities and programs geared towards Club members, in the core areas of Health & Life Skills, Social Recreation & Sports, Fitness & Recreation. This Individual must be creative, energetic, open-minded, and a self-starter; must maintain a healthy supervisory and mentor to mentee relationship with all members.

Essential Functions

Prepare Youth for Success

- Following the Boys & Girls Club model: coordinate programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance, tutoring, and mentoring to members.
- Contribute to the planning and implementation of the program department strategic
- Enforcing Club policies and procedures
- Assisting in planning and implementing the schedule of activities and recreational events.
- Planning, organizing and implementing a range of program services and activities for drop in members and visitors.
- Initiating new and creative programs.
- Promoting program participation and keeping track of members' participation and program outcomes
- Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly staff meetings.

Health and Safety

- Ensure a healthy and safe environment, supervising members in program area.
- Manage facilities and ensure a productive work environment, maintaining an inventory of all educational and recreation equipment and supplies in good order.

Program Development and Implementation

- Manage administrative systems by registering new members and participating in their club orientation process.

Supervision

- Recruit and manage assigned volunteers; provide ongoing feedback; and identify and support development opportunities.

Additional Responsibilities

- May participate in special programs and/or events
- Other duties as necessary

RELATIONSHIPS:

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

QUALIFICATION SKILLS/KNOWLEDGE REQUIRED:

Qualifications

- Must be at least 18 years of age.
- Must possess a high school diploma or the equivalent.
- Minimum of 1 year experience in youth development.
- Previous Boys and Girls Club experience is highly desirable.
- Ability to work flexible schedule based upon program/organizational needs.
- Experience working with youth aged 6-18.
- Strong youth group management/discipline skills.
- Ability to help youth develop healthy habits and healthy lifestyles.
- Ability to engage and develop positive relationships with youth from diverse backgrounds.
- Ability to develop and implement organized youth development programs and Strong oral and written communication skills.
- Ability to obtain CPR/First Aid certification.
- Computer skills in Microsoft Windows and Microsoft Office Suite or similar programs.
- Physically able to be actively involved in children's recreational activities.
- Positive "can do" team attitude.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical requirements: Ability to read and interpret documents such as safety rules, operating instructions, and policy manuals. The ability to clearly and concisely exchange/receive ideas, facts and or technical information with others. Ability to visually monitor activities of club members. The employee is required to be able to perform CPR or first aid. The employee is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance, and stoop, jump, kneel, crouch or crawl. The employee is required to operate a motor vehicle. The employee is occasionally required to sit. The employee may occasionally lift or move up to 20 pounds. Working environment: Normal club environment.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, including the support of all special events as assigned.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Director of HR & Administration Date