



Location: Allied Family Center, Taft Street Center, McKenzie Family Club

Title: Sports Specialist

Reports to: Director of Sports, Recreation and Fitness

Status: 28 hours/weekly (Nights/Weekend Hours)

Pay Range: \$10.00 - \$13.27/hour

Position Description:

This position will typically work a varied schedule based on seasonal sports, recreation and fitness initiatives. This position will work with pre-school youth through Teens (2.5-18 years of age) and adults in a recreational setting. This position will work closely with other staff, will plan, implement, supervise and evaluate activities and programs provided for youth and adults focusing on sports, recreation and fitness. This position includes evenings/weekend hours to accommodate special events and may include daytime hours dependent upon scheduling.

Responsibilities Include:

- Planning and implementing developmentally appropriate, engaging activities for preschool youth through adults using approved curriculum in the area of Sports, Recreation and Fitness.
- Providing positive guidance, role modeling and daily support to members under the guidance of assigned staff and/or supervisor.
- Collaborating with other Boys & Girls Clubs staff.
- Ensuring safety of members, community members and the environment through sight and sound supervision and maintaining equipment.
- Implementation and tracking of grant funded programs and outcomes.
- Adherence to all regulations as outlined by Boys & Girls Clubs policies and procedures.
- Contributing to the overall Club climate for youth development that includes but is not limited to program collaboration, attendance and active participation in staff meetings and trainings (daily, weekly, organizational), appropriate positive guidance of members when necessary under the guidance of assigned Group Lead Teacher(s) and/or supervisor and attendance at club special events when required.
- Other duties as assigned to support the Director of Sports, Recreation and Fitness.

Qualifications:

- At least 18 years of age
- High School Diploma/GED/HSED
- Eligibility as a Caregiver by the Department of Children and Families
- Successful completion of drug screening, physical examination and tuberculosis testing
- CPR certified within 3 months of assuming the position
- The ability and desire to work with youth, adolescents and adults in a variety of settings
- Flexibility, adaptability and desire to work in a team environment
- At least 1-year experience implementing sports, fitness and/or recreation activities
- Evening/Weekend Availability
- Valid WI driver's license, with 1-year driving experience and approved driving record, preferred

Benefit:

Employee Assistance Program

Additional Childcare Coursework/Training provided by Boys & Girls Clubs of Dane County as applicable

Boys & Girls Clubs of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three personal references** via email to lrowell@bgcdc.org or by US Mail to:

Human Resources

C/o Sports Specialist
1818 West Beltline Highway
Madison, WI 53713
Phone: (608) 257-2606
Email: lrowell@bgcdc.org