



POSITION DESCRIPTION

TITLE: Sports Team Lead (Part-time, Wage, Non-Exempt)

DEPARTMENT: Programs, Moseley Center / Meridian

REPORTS TO: Program Director

COMPENSATION: (Starting) \$8.50-\$9.25 DOE, partial benefits after six-month employment

HOURS: 20-29 Hours /Week

PRIMARY FUNCTION:

The Club Sports Team Lead is responsible for creating and maintaining a culture of sportsmanship, skill-building, and life enrichment through the vehicle of organized sports at the Boys & Girls Club. The Club Sports Team Lead will ensure that our sports program offers a year-round and diverse selection of sports/opportunities with coaches, referees, practices, and games all of which are aimed at emphasizing the importance of Academic Success, Good Character & Citizenship, and Healthy Lifestyles.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create and maintain a sports culture focused on the character of the athlete:
 - a. Establish Club Sports Program offerings that attract both Male and Female members for the calendar year.
 - b. Sport offerings will always be tied to the priority outcomes: Academic Success, Good Character & Citizenship, or Healthy Lifestyles.
 - c. Create & maintain a Club Sports culture for YDPs/Volunteers and Members that emphasizes our character values of Respect, Responsibility, and Integrity; putting sportsmanship over winning.
 - d. Demonstrate leadership to ensure the conduct, safety and development of members.
 - e. Communicate with parents to include them in guidance issues, keep them informed about youth behavior, and resolve questions and problems.

Program Development and Implementation

1. Plan and coordinate two sports at minimum per 8-week session. The team lead will also secure the following before the first week of the sports session: location for games and practices, coaches, referees, equipment, and recruit opposing teams as needed.
2. Ensure the evaluation of Club Sports programs on a continual basis and ensure programs/activities respond to member needs and address their gender and cultural diversity.
3. Control Club program and activity expenditures within approved budget.

Supervision/Recognition

1. Allocate and monitor work assigned to program volunteers and support YDPs, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
2. In the event a volunteer or YDP cannot be found to Coach or Referee the Sports Team Lead will perform those duties.
3. Oversee proper record keeping and reporting including activities and events, breakdowns of daily participation figures, notable achievements and any problems/issues.
4. Ensures recognition of youth participating in each sport. In what form and at what magnitude is up to the discretion of the Team Lead in consultation with the Program Director.

Marketing and Communication

1. Increase visibility of Club Sports programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through Club Member recruitment, fliers, school visits, parent calls, and social media marketing submissions.

ADDITIONAL RESPONSIBILITIES:

1. Maintain, organize, & clean the gymnasium and sports equipment
2. May consult with parents concerning member and Club issues.
3. May drive Club vehicles to transport youth to/from events.

SKILLS/KNOWLEDGE REQUIRED:

- High School Diploma
- A minimum of six months' work experience in a Boys or Girls Club or similar organization planning, promoting, leading, and supervising athletic activities is preferred.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Obtain CPR and First Aid Certifications
- Willingness to obtain a CDL is preferred

Annual Sports Calendar Timeline-

This is a tentative schedule for the sports program at the Club:

Session 1

September- 2 separate sports begin

November – 2 sport season ends

Session 2

January- 2 separate sports begin

February- 2 sport season ends

Session 3

April- 2 separate sports begin

May- 2 sport season ends

Session 4

June- 2 separate sports begin

August- 2 sport season ends

Each year the schedule would repeat. The specific offerings can be different each year but the flow of the schedule would remain the same. Each individual sport for each season would have no less than 15 youth participating so, over the course of a full year we would serve 120 youth in a Club Sport Program.

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, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.