

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF NORTH SAN MATEO COUNTY

JOB DESCRIPTION

TITLE: Athletic Manager

SUPERVISOR: SSF Area Director

CLASSIFICATION: Non Exempt

HOURS: 40 hours per week (T-F, 11:30 a.m.-8:00 p.m. / Saturday hours to vary)

LOCATION: Orange Park Clubhouse / 201 W. Orange Ave, South San Francisco, CA

ABOUT US:

Boys & Girls Clubs of North San Mateo County is a unique organization consisting of three Clubs and two school based programs in South San Francisco and Pacifica. Our programs are designed to expand on the school day by offering dynamic academic, social and recreational enrichment activities to members 6-18 years old. Club programs promote and enhance the development of young people by instilling a sense of competence, usefulness, belonging and influence.

PRIMARY FUNCTION:

Under the direction of the Athletic Director, the Athletic Coordinator is responsible for assisting in all athletic outreach and delivery of athletic programs, leagues and services. This individual will be part of the Orange Park team, with a primary focus on:

- Increasing athletic enrollment, attendance, and program diversity
- Management of the Orange Park Gym
- Partnership development

Additionally, the Coordinator will provide direct service to members in both the after-school program, athletic leagues and in the Community Day School PE elective class. For further information about our programs, services and locations visit www.theclubs.org.

KEY ROLES (Essential Job Responsibilities):

League Development, Outcome Measurement and Evaluation

- Assist the Athletic Director in the organization, oversight and implementation of three basketball seasons annually with 500+ participants
- Assist in the maintenance and expansion of existing leagues; including indoor soccer and high school basketball
- Coordinate with Athletic Director to implement strategies to increase enrollment of 30% more female members in athletic leagues
- Ensure proper record keeping and reporting, including activities and events conducted, breakdowns of division participation figures, notable achievements and any problems/issues
- Enter data regarding member registration for athletics leagues, including members' registration, payments, schedules and daily participation
- Utilize the Club website to inform all stakeholders of registration dates, schedules, etc
- Utilize approved social media outlets to publicize and recruit for leagues

Leadership, Supervision and Communication

- Communicate (by phone, email, and in-person) clearly, regularly, professionally and in a timely manner with parents, coaches, staff, supervisor and other community members regarding league information and scheduling
- Assist in the development and implementation of Junior Coaches program (training 4th and 5th graders) to serve in leadership roles during early afternoon gym activities
- Ensure a team-based work environment by communicating effectively and positively with supervisors, colleagues and volunteers

- Demonstrate leadership to assure appropriate conduct, safety and development of youth and volunteers
- Attend BGC Leadership and Staff meetings as needed
- Serve as member of the Athletics Program Team
- Will serve as “Manager on Duty” in the absence of the Site Director or delegated by the Site Director.

Gym Management

- Be present at all athletic events/games/tournaments *and/or* coordinate appropriate gym staffing
- Serve as coach, referee or time when necessary
- Develop and implement a fitness and recreation program for members in the after-school program from 2:30-3:30 pm / Tuesdays-Fridays
- Foster an environment of positive sportsmanship in all athletic settings through visible signage and positive coaching practices
- Maintain a clean, safe and organized environment
- Maintain, inventory and coordinate ordering of sporting equipment and facilities
- Uphold an "Equipment Maintenance" plan for the athletic storage
- Sweep and clean the gym at the beginning and end of each day
- Communicate with Athletic Director regarding updates, needs and concerns

Partnership Development and Outreach

- In collaboration with Athletic Director, implement outreach strategies to increase enrollment, attendance and brand visibility consistently over time
- Maintain partnerships with outside agencies, schools and local colleges to maintain a constant pool of new members, coaches and referees
- Submit PR requests to Area Director to promote programming

Additional Responsibilities

- Lead a PE curriculum for middle/high school students from Community Day School 4x/week
- Maintain regular communication with Community Day School instructors
- Transport youth in Club or District vans as needed
- Attend required BGCNSMC and BGCA programs and events
- Assist in the implementation of club-wide program activities, including special events
- Increase visibility of Club programs via posting of league schedules, announcements of upcoming promotions through mailings, fliers and media releases
- Other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- Two-year college degree in a related field or equivalent amount of relevant experience
- Previous work experience with children and youth preferred
- Prior experience providing innovative fitness/athletic programs, including non-competitive activities with an emphasis on engaging youth in daily fitness activities
- Strong computer skills, including experience with Microsoft Word and databases
- Ability to pass Criminal Record background check
- Energy, maturity, leadership skills, strong initiative and ability to motivate youth through positive reinforcement
- Ability to engage respectfully with youth, public, parents, coworkers, etc.
- Excellent written and verbal communication skills
- CA Driver’s License and clean driving record
- Bilingual in Spanish and English a plus

TO APPLY: Submit resume and cover letter to Human Resources at hr@theclubs.org.

