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**JOB DESCRIPTION**

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**TITLE:** Athletic Manager  
**SUPERVISOR:** SSF Area Director  
**CLASSIFICATION:** Non Exempt

**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 Manager 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
- Increasing attendance and participation of athletics kids and parents into the Club on a year-round basis
- Management of the Orange Park Gym
- Partnership development

Additionally, the Manager will provide direct service to members in both the after-school program, athletic leagues and in the Community Day School PE elective class.

**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**

- Supervise and support the performance of the Athletic Manager
- 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 4<sup>th</sup> and 5<sup>th</sup> 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

### **Gym Management**

- Be present at all athletic events/games/tournaments and/or coordinate appropriate gym staffing with Athletic Manager
- Serve as coach, referee or timer 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 and facilities equipment
- 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
- Create and manage partnerships with outside agencies, schools, local colleges, business and corporations to maintain a constant pool of new members, coaches, referees, and other volunteers
- Manage a Parent Committee to increase key stakeholder awareness, engagement, participation, and partnership
- 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
- Excellent written and verbal communication skills
- 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.
- CA Driver's License and clean driving record
- Bilingual in Spanish and English a plus