



Fitness and Social Recreation Coordinator

DEPARTMENT: Program

REPORTS TO: Unit Director/Executive Director

FLSA: (X) Part-Time () Full-Time () Exempt (X) Non-Exempt

PRIMARY FUNCTION:

Directs the operation of all fitness and social recreation programs. Plans, implements, supervises, and evaluates all programs and activities provided in the fitness and social recreation program areas under the direction of the Unit Director.

KEY ROLES (Job Responsibilities):

Prepare Youth for Success

1. Develop and foster a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of America. Ensure that youth actively participate in a variety of programs and activities; seek advice and guidance from staff about problems; and receive caring, respect and recognition for their efforts.
2. Contribute to the planning and implementation of the strategic plan by:
 - Planning, organizing and implementing a range of program services and activities for members, drop in members, and visitors.
 - Initiating new programs with the approval of the Unit Director.
 - Recommend the development of service area programs; and
 - Promote and stimulating program participation, welcome new members and participate in their orientation process.
3. 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.
4. Conduct daily fitness and social education activities that develop fundamental motor skills in a variety of sports and activities.
5. May supervise volunteers who assist in the program area. Provide one-on-one assistance to members who need individual guidance in social, fitness and motor skills development.
6. Ensure that members participate in daily noncompetitive physical education activities; in team sports that encourage teamwork and fairness; and in fitness activities and/or exercise programs at least three times per week.
7. Create and adhere to a diverse schedule of games and events including scheduling guest speakers and field trips. Recruit, orientate and train volunteer coaches and other volunteers assisting in social and recreational activities.
8. Publicize events through the use of bulletin boards, signs, and handouts. Establish a system of recognition about members and their related achievements.
9. Participate in Boys & Girls Clubs statewide, regional and national Boys & Girls Clubs programs and events.
 - 9a. Remember that sports do not teach sportsmanship, people do!
 - 9b. Incorporate "learning" aspects in all programs and activities!

Health and Safety

- 10. Ensure a healthy, clean and safe environment, supervising members in program area.
- 11. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order including games room, gym, weight and dance rooms, locker rooms, and athletic office if applicable.
- 12. May be required to lift and or move heavy objects.

Supervision

- 13. Recruit, train and manage assigned volunteers; provide ongoing feedback; and identify and support development opportunities.
- 14. Prepare weekly reports for the Unit Director about activities and attendance and prepare other reports as required.
- 15. Ensure that all leagues and other social and physical education activities stay within the established budget.

ADDITIONAL RESPONSIBILITIES:

- 1. May participate in special programs and/or events.
- 2. May be required to drive Club bus.
- 3. You may be required to work some nights and weekends.
- 4. Your program is an integral part of the overall Club program.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), members, and supervisor to receive/provide information, discuss issues, and explain guidelines/instructions.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems. All marketing and/or solicitations in the community must be approved by the Unit Director.

SKILLS/KNOWLEDGE DESIRED:

- A minimum of two (2) years work experience in a Boys & Girls Club or similar organization planning and supervising social and physical education activities.
- Knowledge of youth development.
- Demonstrate the ability to motivate youth and manage behavior problems.
- Demonstrate the ability to deal with the general public.
- Demonstrate the ability to plan and implement quality programs for youth.
- Demonstrate the ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid state driver's license.
- You may be required to obtain a CDL license to operate our busses.
- Be a "team" player in order to reach our goals.

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, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the BGCLBP may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCLBP is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

Signed by: _____
Fitness & Social Recreation Coordinator **Date**

Reviewed/Approved by: _____
Chief Professional Officer **Date**