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## Athletic Supervisor

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**Reports to:** Athletic Director

**Classification:** Non-exempt (part-time), on average 20 – 25 hours per week.

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**Supervises:** Athletic Aids

**Pay Range:** \$18-\$20 vary based on skill, experience, etc.

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### Summary

The Athletic Supervisor supports the Athletic Director and Athletic Aid staff to ensure the safety and well-being of all Club Members participating in sports programs. Key responsibilities include managing registrations, scheduling games, teaching and officiating, and handling equipment and uniforms orders.

### Responsibilities

- Organize and update participant rosters, and maintain all program-related information.
- Execute pre-game, during-game, and post-game responsibilities as outlined in Exhibit A (attached).
- Oversee and supervise program leaders, staff, and volunteers.
- Assist in the supervision of children at all times.
- Schedule and conduct meetings to foster participation, team spirit, responsibility, communication, and sportsmanship.
- Assist Athletic Director and Director of Youth Development in recruiting, training, and evaluating program leaders.
- Recommend and order athletic equipment and supplies.
- Demonstrate proficiency in a variety of sports.
- Serve as an official or referee for sporting events.
- Maintain attendance and other necessary records.
- Set up program areas, preparing equipment, supplies and materials for activities.
- Participate in staff meetings and training sessions.
- Perform other duties as assigned by the Athletic Director.

### Education and Experience

- High School Diploma, GED, or equivalent.
- Minimum of 1 year of experience working with children and in athletics.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel and Outlook).
- Ability to lift up to 20 pounds without assistance, occasionally up to 50 pounds with assistance.
- Physical capability to perform tasks requiring prolonged standing, sitting, running, and other necessary activities.

### Competencies

Organization	Perseverance
Detail-oriented	Problem-solving
Leadership	Collaborative

### Working Conditions

- Part-time position with schedule varies by season, including morning, evening, and weekends work on non-school days.
- Occasional travel may be required.
- Outdoor work required 25-75% of the time, depending on the season

### **To Apply**

Email a cover letter and resume to [echin@nbgc.org](mailto:echin@nbgc.org). No calls please.

### **Equal Employment Opportunity (EEO) Employer**

Neighborhood Boys & Girls Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Exhibit A:

Responsibilities for team games:

#### Pre-Game Duties:

1. Makes copies of scoresheets.
2. Ensures that the timing clock, score board, and/or flip charts are in working order.
3. Inventories all game equipment prior to games and makes sure there is sufficient supply.
4. Checks on first aid supplies (including ice bags).
5. Checks activity area for safety concerns. Removes hazards.
6. Make sure all staff have the proper uniforms and equipment for each sport (i.e. ref shirt, whistle, baseball umpire clicker, etc.).

#### During-Game Duties:

1. Ensure that all games are organized and are executed according to all NBGC rules and procedures.
2. Make sure that all players have the proper uniform requirements for that specific sport.
3. Confirm that all players, leaders, volunteers, and staff follow the rules of the game and all NBGC policies.
4. Supervise each game, playing area, members, volunteers, and staff assigned to the game and remain visible.
5. Ensure that the proper care is taken with all NBGC equipment and facilities.
6. Handles game related protests and discipline issues in a timely fashion. Document all disciplinary problems immediately to the Athletic Director and Program Director.

#### After-Game Duties:

1. Makes sure that all players and volunteers are informed of upcoming games and special events.
2. Oversee the proper return and storage of all equipment.
3. Examines all game facilities to ensure they are in proper order. If there is a problem, submit a work order to the Athletic Director.
4. Properly file all scoresheets and record game attendance.