



**BOYS & GIRLS CLUBS
OF OKLAHOMA COUNTY
POSITION DESCRIPTION**

TITLE: Sports Coordinator

REPORTS TO: Athletic Director

WORK SCHEDULE: Part-time, generally 2:30p-8:00p Monday-Friday & weekend duties as related to events.

Exempt

Non-Exempt

PRIMARY FUNCTION:

The Team Sports Coordinator is responsible for performing the professional duties in coordinating, implementing, and evaluating team sports and athletic programs to all sites located within the Boys & Girls Clubs of Oklahoma County umbrella. The Team Sports Coordinator will work in hand in hand with the Athletic Director to ensure that a wide range of team sports programs are provided across the organization without duplication or barriers. This position will help to promote programs, seek out activity volunteers and leaders.

KEY ROLES (Essential Job Responsibilities):

- At all times, actively supervise Club members in activities inside and/or outside of the facility at all club sites and our Club on The Go Program.
- Always ensure Club members' safety and well-being by adhering to policies and procedures.
- Report to every scheduled shift on time and fully prepared.
- Ability to move between sites or be at different locations on different days of the week.
- Promote and stimulate participation in Club related activities.
- Provide guidance, mentorship, and role-modeling to Club members.
- Attend and participate in weekly staff meetings.
- Maintain communication with Sports & Recreation Director and Site Coordinators.
- Assist the Sports & Recreation Director in planning, organizing, developing, scheduling and evaluation of team sports programs.
- Schedule Sports activities and oversee the condition of the facility while in use at all club sites and out Club on The Go Program.
- Maintain inventory of supplies and equipment; distribute supplies and equipment to sites; assist with ordering supplies and equipment for Sports programs.
- Assist in the development of classes, schedules, and implementation of activities and programs while coordinating with Sports & Recreation Director and Site Coordinators for facility usage.
- May open and close the operations of the sports facility.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs for programs.
- Perform related duties as required.

ADDITIONAL RESPONSIBILITIES:

- Maintain a high standard of customer service when dealing with Club members, parents, volunteers, staff, and general public.
- Participate in special programs or events.

- Meet and/or communicate directly with parents/teachers regarding member needs/accomplishments.
- Good oral and written communication skills.

SUPERVISORY RESPONSIBILITIES

- Directly supervise between 20-25 Club members daily.
- Allocate job responsibilities and monitor work of volunteer staff.
- Communicate with YDP's at various sites to determine how to best implement sports programs

GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.
- Modeling Healthy Behavior—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.
- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

SKILLS/KNOWLEDGE REQUIRED:

- Must be 18 years of age with High School Diploma or GED
- Experience in working with children ages 6-18
- Basic knowledge of Youth Development
- Experience motivating youth and managing behavior challenges
- Knowledge of word processing, desktop publishing, spreadsheets, and other Sports related computer software
- Considerable knowledge of developing and administering Sports and working knowledge of the rules of a variety of team sports activities
- Considerable knowledge of sports equipment and how it works
- Ability to work under stressful situations; ability to stay calm; have excellent problem-solving skills
- Ability to participate in sport activities; ability to organize and direct fitness and/or team sport related programs
- Experience planning and implementing team sports related programs/activities for youth
- Experience organizing and supervising members in a safe environment

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

- The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well-lighted, heated and ventilated building.

- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, and effectively communicate with a variety of audiences in various settings.