

GREAT FUTURES START **HERE.**



Athletics Program Assistant – Part-time

POSITION SUMMARY:

The Athletics Program Aid is responsible for implementing sports and non-traditional sports activities for Club members ages 7-18. Hours are generally from 2:00 pm to 6:00 pm or 4:00 pm to 8:00 pm

KEY ROLES (Essential Job Responsibilities):

Youth Development:

- Embody Boys & Girls Club of Greater Lowell mission and values.
- Builds positive relationships with club members, families, and staff members.
- Reports all accidents to the supervisor on duty.
- Provide guidance to Club members and serve as a role model.
- Assist with other duties assigned.

KNOWLEDGE AND EXPERIENCE:

- Demonstrated skills in working with youth ages 7-12.
- Demonstrated skills in planning, organizing, and conducting group sessions and activities with youth
- Basic knowledge of rules and skills related to sport activities.
- Strong communication skills (primarily oral), patience, and positive caring attitude.
- Must have a valid driver's license and clean driving record
- Must maintain a current CPR/First Aid Certification
- Ability to actively oversee a busy environment.
- Must have a high school diploma or GED

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrate the ability to:

- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Go up and down stairs on a regular basis.
- Regularly required to speak clearly and hear the spoken word as well

Please email cover letter and resume to JuanCarlos Rivera at jcrivera@lbgc.org. We thank all applicants for applying, but only those candidates who are selected for interview will be contacted. No phone calls please.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer