



## **Sports & Fitness Manager**

The Sports & Fitness Manager is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs in Healthy Lifestyles; providing leadership to and supervision of part-time employees and volunteer staff; and manage equipment and supplies. Additionally, may be responsible for implementing programs in the areas of Good Character & Citizenship and Academic Success as well as specialized initiatives.

### ***KEY ROLES (Essential Job Responsibilities):***

- Manage timesheets and staff schedules
- Manage department supply budgets
- Collect, analyze, and report on department data
- Facilitate department inservice/training for staff members
- Establish and maintain positive partnerships/ relationships with members, parents, and community partners.
- Manage and encourage cross departmental collaboration
- Develop recruitment, and marketing plan for year round programs
- Represent organization during assigned community planning meetings and events

### ***Prepare Youth for Success***

- Plan and oversee the administration of all sports and fitness programs and activities that support Youth Development Outcomes.
- Establish Healthy Lifestyle program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members of all ages, genders and backgrounds are encouraged to participate in a variety of programs/activities and receive instruction and constructive feedback to develop skills.
- Demonstrate leadership to assure conduct, safety and development of members.

### ***Program Development and Implementation***

- Establish and maintain Healthy Lifestyles program goals and settings that insure the health and safety of members. Ensure that assigned staff and volunteers understand and effectively communicate standards of program; that they ensure program areas are safe; and that Healthy Lifestyles equipment is maintained in good working condition.
- Ensure the evaluation of Healthy Lifestyles programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
- Control Healthy Lifestyles program and activity expenditures within approved budget.

### ***Supervision***

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Ensure productive and effective performance by all assigned program staff and volunteers.

### ***Marketing and Public Relations***

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

### **QUALIFICATION REQUIREMENTS:**

#### **Knowledge**

Demonstrated knowledge of principles related to youth development; partnership development; and group leadership skills, including an understanding of group dynamics.

#### **Education**

Four-year College degree from an accredited college in a related area(s) of Youth Development preferred. One year of Boys & Girls professional experience may be substituted for each year of college. Member of the Academy of Boys & Girls Club Professionals preferred.

#### **Experience**

Minimum of two years of experience in the operation of a Boys & Girls Club (or similar organization) preferred.

#### **Language**

Bilingual (preferred)

### **HOW TO RESPOND**

Please submit letter of interest, resume, and any supporting documents to JuanCarlos Rivera, Director of Operations at [jcrivera@lbgc.org](mailto: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.

Salary Range: \$35,000-\$40,000

### **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.

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