



**TITLE:** Sports & Fitness Manager  
**DEPARTMENT:** Athletics & Healthy Lifestyles  
**REPORTS TO:** Program Director  
 Exempt  Non-Exempt

**POSITION SUMMARY:**

The Sports & Fitness Manager is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs in Healthy Life; 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 such as Delinquency Prevention.

**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.

**Skills** required in the following areas:

- Communication Skills: Listening, Informing, Presenting, Writing, Share a clear vision
- Delegating/Decision Making Skills: Analyzing, Judgement,
- Motivating others: Effectively inspire others to excel and achieve in their overall goals  
Organising & Task Management: build effective systems and procedures for your team to follow. Action Planning and Organizing, Monitoring and Using Meaningful Measurements
- Patience/Problem solving skills:
- Personal Initiative Skills: Contributing to Positive Environment, Professional Development, Striving For Excellence, Organizational Awareness
- Safety, Health and Environment Skills: Supporting A Safe Environment
- Building Effective Teams: Networking, Collaboration, Relationship Building, Teamwork

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

*Administration:*

- 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*

1. 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

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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*

2. 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.
3. 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.
4. Control Healthy Lifestyles program and activity expenditures within approved budget.

### *Supervision*

5. 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.
6. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
7. Ensure productive and effective performance by all assigned program staff and volunteers.

### *Marketing and Public Relations*

8. 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.

## **ADDITIONAL ACCOUNTABILITIES:**

### **Relationships**

- **Internal:** Maintain daily contact with Program Director and Club staff and volunteers to interpret Healthy Lifestyles objectives and standards. Has contact with members to implement programs and advise and/or discipline in accordance with the Club's policy.
- **External:** Maintains contact with external community groups, schools, members' parents and others to promote the Club and build partnerships to better serve our members.

### **Other Requirements**

- Mandatory CPR and First Aid Certifications
- Valid (MA) drivers license

## **ENVIRONMENTAL AND WORKING CONDITIONS:**

Most work is conducted in a Club setting, indoors and outside. Limited travel is required.

## **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

## **Equity Statement**

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.



**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. All offers of employment are contingent on results of a reference and background check.

**Signed by:** \_\_\_\_\_ **Incumbent**

**Date**

**Approved by:** \_\_\_\_\_ **Executive Director**

**Date**