



Athletics Manager

Reports to: Youth Development Director

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$40,000.00 - \$43,000.00 based on experience

Job Type: Full-time, exempt

Overview/Position Summary

The Athletics 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.

Responsibilities/Skills and experience relevant to this position:

- Manage timesheets and staff schedules
- Manage department supply budgets
- Collect, analyze, and report on department data
- Facilitate department in-service/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
- Plan and oversee the administration of all sports and fitness programs and activities
- Establish Healthy Lifestyle program objectives consistent with organizational goals and mission.
- Oversee and evaluate 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.
- 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.
- Other duties assigned by supervisor

Qualifications

- Must support Club values.
- Education: Bachelor's degree or equivalent work experience
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA Drivers license and good standing driving record

Benefits:

- Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Work schedule – 10:00 to 6:00pm or 12:00 to 8:00pm- No weekends (special events excluded).
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to Devonna Williams via email dwilliams@lbgc.org

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on Aug 23, 2021
- We would like to have selected the candidate by *September 13th*.

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.