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BOYS & GIRLS CLUB
OF GREATER LOWELL

Sports & Fitness Assistant

Reports to: *Sports and fitness Assistant*

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: 15.50 an hour

Job Type: *Part-time; Seasonal (July-Aug)*

Overview/Position Summary The *part-time sports and fitness assistant* will be responsible for *being energetic, resourceful and fun staff to work with 8-12 year old members. leading and supervising all program activities done in your work space. Maintaining a positive atmosphere for our members to feel at home. Engaging our club members through creative recreational activities. Monitor and evaluate programs, services and activities to ensure the safety of members, quality of programs and appearance of the club at all times.*

Responsibilities/Skills and experience relevant to this position

- Excellent written and communication skills.
- Decision Making Skills: Analyzing, Judgment.
- Planning Skills: Action Planning and Organizing, Monitoring.
- Relationship Skills: Networking, Relationship Building, Teamwork..
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

Qualifications

- Strong customer service skills and a willingness to build relationships
- Dependable, organized, fast learner, excellent multitasking and problem solving skills
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse Must support Club values
- Education: *high school diploma or college degree*
- Age requirement: 18 plus
- Authorized to work in the U.S.
- *Childcare: 1 year (preferred)*
- *First Aid: Certification (preferred)*
- *CPR Certification (preferred)*
- *List physical requirements - ability to use stairs, speak clearly,*

Benefits

- *Paid time off, Training, etc. – for a full list of benefits, please see our website.*
- *Flexible work schedule .*
- *Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.*
- *Interaction with positivity, community minded team, along with amazing young people.*

How to respond

- Please submit your resume to *Isaiah Johnson, Sports and fitness Manager.*

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.
- We would like to have selected the candidate by .

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.