



## **Athletics & Recreation Assistant**

### **Reports to: Athletics & Recreation Manager**

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** \$15.50 hourly/15-20 hours a week

**Job Type:** Part time

### **Overview/Position Summary**

Athletics & Recreation Assistant serves to help plan and supervise all sports and recreation activities taking place in the Athletics & Recreation department. This includes helping to oversee the weight room, gymnasium, games room and outdoor sports fields in a safe environment. All assistants need to comply with all COVID-19 regulations and guidelines. To ensure that all members are following COVID-19 guidelines and safety measures to the best of their ability.

### **Responsibilities/Skills and experience relevant to this position:**

- Ability to work in either the gymnasium and or the Games Room.
- Excellent written and communication skills.
- All staff are required to stay up to date with all mandatory training through BGCA and other relevant training organizations.
- Attention to detail, willing to learn and have strong organizational skills.
- Ability to monitor all areas of the gym and or games room.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Setting up and breaking down all equipment throughout the day.
- Keep accurate inventory of all equipment and report any broken equipment to the manager.
- Developing and organizing tournament play.
- Assist in washing laundry (pennies and jerseys) for the teams (as it applies to the gym).
- Making sure the equipment room is kept clean and organized.
- Instructing participants in the skills and techniques of the position played in a particular sport (as it applies to the gym).
- Staying up to date with current sports knowledge and coaching techniques (as it applies to the gym).
- Explain and enforce safety rules and regulations on sports, recreational activities, and the use of exercise equipment.

### **Qualifications:**

- Ability to manage and supervise members age 8 to 18 in a safe environment
- Ability to work in an environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Must be able to communicate effectively
- Must have a High School diploma. College experience preferred
- Age requirement: Must be 18 years or older
- MA or NH Drivers license and good standing driving record
- Authorized to work in the U.S.
- Experience working with urban youth
- Basic knowledge of sports
- Fun and positive attitude
- Ability to partake in physical activity
- Former or current athlete is a plus

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- Experience coaching or refereeing is a plus

**Benefits:**

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Paid time off, training
- Interaction with a positive, community minded team, along with amazing young people.

**How to respond**

- Please submit your resume to Devonna D. Williams, Athletics & Recreation 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 until position is filled
- Position will remain open until filled

**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.