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Athletics & Recreation Manager

Reports to: Youth Development Director

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$50,000 - \$58,000 based on experience

Job Type: Full-time, exempt, 40 hours per week

Overview/Position Summary

The Athletics & Recreation Manager is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs throughout the Club; providing leadership to and supervision of part-time employees and volunteer staff; and managing equipment and supplies. Additionally, may be responsible for implementing programs in the areas of Good Character & Citizenship and Academic Success.

Responsibilities/Skills and experience relevant to this position:

- Be an inspiring and innovative leader with great vision who can creatively connect with and motivate various stakeholders
- Be an organized professional who has experience in strategic planning and creating a path forward with goals and outcomes
- Serve as a results-oriented leader and who is willing to make the tough decisions that are in the best interest of the CLUB.
- 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.
- Manage department supply budget, timesheets and staff schedules
- Plan and oversee the administration of all sports, fitness and recreation programming for youth ages 8 to 18.
- Plan and coordinate all travel and inhouse leagues
- Manage and coordinate the following spaces: gym, games room, park, fitness room and multipurpose space.
- 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
- 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.
- Demonstrate leadership to ensure 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 understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Three-year minimum of work experience (in Athletics and youth development).
- Education: Bachelor's degree or equivalent work experience.
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.

- 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.
- Age requirement: 21+
- Bilingual/Bicultural preferred
- Ability to lift 50 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words.

Benefits:

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development. – for a full list of benefits, please see our website (lbgc.org).
- Work schedule – 10:00 to 6:00 pm or 12:00 to 8:00 pm - No weekends (special events excluded).
- Values and mission driven organization.
- Interaction with positive, community-minded team, along with amazing young people.

How to respond

- Please submit your resume to Rena Theum via email rena.theum@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 16, 2024
- We would like to have selected the candidate by *December 30th, 2024*

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.