



Athletics & Recreation Assistant

Reports to: Athletics & Recreation Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$18.50 to \$19.50 per hour

Job Type: Part time, 20 hours per week Monday through Friday, 2 pm to 6 pm

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, recreation room and outdoor sports fields in a safe environment.

Responsibilities/Skills and experience relevant to this position:

- Ability to work in either the gymnasium and or the Recreation 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 recreation 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

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Must have supervisory experience.
- Three-year minimum of work experience.
- Education: Bachelor's degree or equivalent work experience.
- Authorized to work in the U.S.
- MA or NH Drivers license and good standing driving record
- Able to drive Club vehicles.
- 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 preferred.
- Ability to lift 50 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words.

Benefits:

- Paid time off, Training, etc. – for a full list of benefits, please see our website.
- Work schedule – Monday through Friday 2 pm -6 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 Ajadus Rosa ajadus.rosa@lbgc.org

Our Hiring Process and Timeline

GREAT FUTURES START [HERE](#).



- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person interviews .
- We would like to have selected the candidate by February 28, 2026

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. The Boys & Girls Club of Greater Lowell will provide reasonable accommodations in the hiring process.

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.