



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Athletic Coordinator

DEPARTMENT: Athletics

REPORTS TO: Athletic Director

TYPE OF EMPLOYMENT: Part-Time, Hourly

HOURLY RATE: Highly competitive rates based on candidate's past work experience, skills, and capabilities.

COMPANY DESCRIPTION:

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children aged six weeks to eighteen years old. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the youth we serve with caring mentors and role models.

PRIMARY FUNCTION OF THIS ROLE:

The Athletic Coordinator supports the Club's Athletic Director in the planning, development, and implementation of all sports and recreation programming at the Club. The Athletic Coordinator will focus on programming specific to Health and Wellness, Recreational Sports, Team Building, and Leadership Development. We are looking for someone who can run fun athletic activities for some amazing kids, while helping them learn life skills via sports.

KEY ROLES (Essential Job Responsibilities):

As the Boys & Girls Club of Greater Nashua Athletic Coordinator, your responsibilities include:

- Supporting and implementing a variety of structured athletic programs and leagues on a seasonal and year-round basis such as: football, basketball, volleyball, wrestling, soccer, and baseball.
- Implementing fun and engaging Sports & Recreation-focused programming for Club members ages 3 – 18 years old to include: dodgeball, kickball, sharks and minnows, islands, musical hoops, etc.)
- Helping the Athletic Director with necessary planning and, if required, written documentation associated with program implementation.
- Helping with tracking member participation and helping to document the growth and progress of Club members.
- Participating in required growth & development and safety training.
- Attending all required team meetings and effectively utilizing available support from the Program Support Team.

- Ensuring a safe and positive environment for all Club members, staff, volunteers, coaches and families.
- Maintaining a clean, well-organized working environment.

REQUIRED:

- A love of sports and healthy activities, a desire to expose kids to the benefits of healthy activities.
- Associates or Bachelor's Degree in a sports, fitness & recreation related field, or equivalent work experience is required.
- Minimum of one year experience in an after school or youth development program setting.
- Ability to coach and engage children between ages 3 - 18
- Bilingual a plus
- A flexible approach and a willingness to adapt based on changing situations (e.g., rain requires athletic activities to be brought inside, etc.)
- Ability to build and maintain relationships with members, coworkers, etc.
- Must pass a background check.

SCHEDULE:

School Year: Monday through Friday, 2PM – 7 PM.

If the candidate is available during Summer, School Vacation, and Select Holidays, the possibility exists for full time hours of 8:30 AM-5:30 PM, or we will look to align on part-time hours that best suit the candidate's schedule and the needs of the Club.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position is located at One Positive Place, Nashua, NH. Remote work is not available for this position. Ability to lift 25 lbs.

COMPENSATION AND BENEFITS:

Competitive compensation based on experience. Competitive vacation policy.

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 employees of the Boys & Girls Clubs of Greater Nashua are employees at will.

The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer.

To apply: send resume to Craig Fitzgerald at cfitzgerald@bgcn.com