



**BOYS & GIRLS CLUBS
OF SONOMA VALLEY**

Title: Athletic Program Assistant

Department: Athletics

Reports To: Athletic Director

Status: Non-Exempt/Part-time 20-25 hours a week

Compensation: \$ 16-18

ABOUT US:

The Boys & Girls Clubs of Sonoma Valley is a mission-driven, forward focused organization committed to partnering with schools and other community organizations to provide youth 6-18 years of age with positive opportunities to learn, succeed, and discover their full potential.

Job Summary:

We are looking for a vibrant and enthusiastic Athletics Program Assistant who is dedicated to making a difference in the lives of youth ages 6-18. Under the direct supervision of our Program Athletic Directors, this position will support our club recreational programs for youth and fully implement activities that improve the physical, mental, and emotional experiences of our members.

The Athletics Program Assistant will support any aspect of our growing Athletics Leagues at Maxwell Clubhouse. You will have the opportunity to motivate our diverse community toward the goal of involving Sonoma Valley youth in multi-sport extra-curricular activities.

DUTIES & RESPONSIBILITIES:

- Responsible for maintaining the Gym facility (see below).
- Responsible for taking attendance of practices and games.
- Support during games, this includes potential to coach, ref, or keep score as needed.
- May assist with running skills clinics and team development.
- Responsible for ensuring the safety and wellbeing of all members at all times (see below).
- Understands the proper administrative chain of command and refers all student/parent requests or grievances through the proper channels.
- Supervising members and volunteer coaches to insure that programs adhere to Club philosophy and run effectively.
- Adhere to Boys & Girls Club philosophy, organizational policies and procedures as described in the Employee Handbook and elsewhere.

Responsibilities to Members:

- To demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Provide assistance, guidance, and safeguards for each participant.
- Provides assistance to the volunteer coaches, Have the ability to run a practice if needed.
- Provide training rules, and any other unique regulations of the sport to each athlete who is considered a participant.
- Understand the policies concerning injuries, medical attention, and emergencies.
- Direct Boys & Girls Clubs members, volunteer coaches, and referees.
- Determine discipline, help delineate procedures concerning due process when the enforcement of discipline is necessary and contacts Athletic Directors immediately.
- To foster a desire to win, an attitude of good sportsmanship, personal pride, and pride for their club and community.

Equipment and Facilities:

- Equipment inventory & care.
- Recommend to the Athletic Directors and/or Maxwell Clubhouse Director budgetary items for next season in the area of recreation.
- Monitor equipment rooms, offices, and direct Adults to the appropriate restrooms.
- Permit Athletes to only be in authorized areas of the building at the appropriate times.
- Examine restrooms before and after practices & games, checking on general cleanliness of the facility.
- Responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows, and locks before leaving building if no Director is on duty.
- Instill in each member a respect for equipment and Club property, its care, and proper use.

REQUIRED QUALIFICATIONS:

- 18 years of age or older.
- High school diploma or equivalent.
- Available between the hours of 3:00-8:30pm and some weekends.
- Flexible and patient.
- Basic understanding of various stages of child development.
- Ability to pass the Sonoma Valley Unified School District's instructional aide test with a 70% or better.
- Ability to pass a DOJ fingerprint clearance (if 18 or older) and provide a negative TB test.

- Complete and Pass mandated reporter training.
- Ability to be certified in CPR and First Aid.

PREFERRED QUALIFICATIONS:

- Available some weekends
- Previous coaching experience in assigned sport(s) is desired. (Basketball, Futsal, T-ball, Volleyball, and Cross Country)
- Serve as an appropriate role model for our student-athletes through instructions and actions.
- Previous experience working with young children in a group setting.
- Bilingual a plus.