



POSITION: Sports Specialist
REPORTS TO: Program Director
HOURS / WEEK: 20
SALARY: Depends on Experience

GENERAL RESPONSIBILITIES:

Under the direction of the Program Director the Youth Sports Coordinator develops, promotes and oversees the Chop's Teen Club sports programs and activities. This includes scheduling and use of the gym, including the climbing wall and coordinating with other groups, leagues and agencies to maximize the use of the gym and climbing wall.

KEY RESULT AREAS:

Program Development/Operations

- Develop and maintain sports programs according to Chop's Teen Club priorities, program goals and Code of Conduct.
- Actively participate in staff meetings and training sessions.
- Act as event staff and facility attendant as needed.
- Supervises floor staff as needed.
- Maintain good communications and relationships with participants and other staff.
- Sets a positive example in conduct and personal habits.

Supervision

- Actively participates in, leads and supervises Chop's Teen Club programs and activities in the gym.
- Organize and maintain sports equipment in sports closet, including managing inventory controls.
- Provide leadership to create a safe, healthy and age appropriate environment resulting in a positive experience for teens.
- Report criminal and medical emergency incidents to proper authorities or EMS, and logs all incident reports.
- Responsible for enforcing Chop's Code of Conduct and safety and emergency procedures.
- Supervise staff and volunteers while carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsible for addressing complaints and resolving problems.

Marketing:

- Recruit participants for Chop's sports programs,
- Develop and maintain relationships with other youth sports programs and coaches especially through local middle and high schools.
- Maintain positive community relations.

MINIMUM QUALIFICATIONS:

- At least 21 years of age.
- Knowledge of youth sports rules and regulations, including scheduling and tournaments.
- Knowledge and experience working effectively with, and relating to teens ages 12 to 18.
- Fingerprint clearance through California Department of Justice.
- First aid and CPR certification required with 90 days of employment.

TO APPLY:

Submit cover letter and resume to Program Director, Kevin Anderson: kevina@chopsteenclub.org