

Excelsior Springs Community Center Job Description

Title: Sports Program Assistant

Status: Part-time

Summary:

Under the direction of the RES Director, the Sports Program Assistant is responsible for the supervision, safety and well-being of sports program participants. The Sports Program Assistant will focus on teambuilding skills and on developing leadership, values and community involvement. This position will interact with participants as well as parents and family members to build a solid foundation of skills and patterns in the early stages of development.

Responsibilities:

- Respond to all feedback and complaints in a courteous and timely fashion.
- Treat other staff members, school personnel, volunteers, parent(s), and participants with courtesy and respect.
- Keep supervisor informed of decisions and refer unresolved situations to supervisor.
- Maintain a positive and helpful attitude with all participants and parent(s).
- Assist RES Director with planning & implementation of sports activities.
- Build positive relationships with all assigned program participants.
- Interact with participants and parents, providing a safe learning environment.
- Officiate the assigned sport in a proper manner.
- Assist in setting up for the program, approximately 15 minutes prior to scheduled time, and looking over the gym or field for anything that could be harmful to participants during the course of the program.
- Check work schedule and appropriately enter time using timekeeping system.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee performing the essential functions of this job. Individuals may need to sit or stand as needed. The job may require walking primarily on a level surface periodically throughout the day. Reaching above shoulder heights, below the waist or lifting up to 50lbs throughout the workday. Proper lifting techniques required.

Qualifications:

- Must be age 16.
- Previous supervisory experience of youth preferred.
- Knowledge of and training in multiple sports.
- Ability to direct programs through supervision of volunteers and staff.
- Have a definite knowledge of the rules and policies of the related sport.
- Ability to communicate with coaches and parents in a reasonable and competent manner.
- Current certifications in CPR and First Aid preferred.
- Able to reflect a positive image and attitude.