



Athletic Aid Position Guide

Reports to: Athletic Director

Classification: Non-exempt (part-time), approximately 15 hours per week.

Summary

The Athletic Aid will support the Athletic Supervisor and Athletic Director, by ensuring the safety and well-being of all Club Members engaged in sports programming. Responsibilities include teaching leaders how to officiate, officiating athletic games, and assisting with all aspects of sports leagues.

Responsibilities

- Share responsibility of assuring the safety to and from scheduled activities and inside and outside program area.
- Assist the Athletic Director with all aspects of the sports program.
- Assist in the supervision of children at all times.
- Maintain attendance and other required records.
- Set up program area for activities; prepare needed equipment, supplies and materials to facilitate planned activities.
- Participate in staff meetings and trainings.
- Other duties assigned by the Athletic Director.

Education and Experience

- High School Diploma, GED, or equivalent.
- Experience working with children and volunteers.
- Knowledge of all sports NBGC offers.

Competencies

Organization	Perseverance	Initiation
Interpersonal Relations	Problem-solving	Detail-oriented
Reliability	Collaborative	Motivation

Position Type/Expected Hours of Work

This is a part-time position. Morning, evening and weekend work as required on non-school days. Occasional travel as necessary.

To Apply

Email a cover letter and resume to resumes@nbgc.org. No calls please.