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### Athletic Aid Position

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**Reports to:** Athletic Director

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

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#### 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](mailto:resumes@nbgc.org). No calls please.