



Position: League Coordinator

Reports to: Club House Academy Athletic Unit Director

Purpose: Under the supervision of the Athletic Unit Director, the League Coordinator has the responsibility of running athletic leagues, including practice and games and the Boys & Girls Clubs of Huntington Valley Performing Arts Program.

Hourly Wage: \$15.00/hour

Responsibilities:

1. Able to coach, run clinics, evaluate players during evaluation day and give accurate information to create teams.
2. Responsible for keeping an accurate score during basketball, soccer, or volleyball games. Able to operate scoreboards and maintain accurate statistics about the players and work with game officials to ensure a fair game.
3. Calling people using a given phone directory to recruit parents and children to participate in the BGCHV sports leagues. Answer incoming calls from our clients to provide information about the leagues and the performing arts program.
4. Responsible for the upkeep of our facilities and equipment. Report any discrepancy and broken equipment promptly. Able to maintain cleanliness and storage in our facilities.
5. Able to properly operate the floor scrubber machine and follow cleaning schedule and procedures.
6. Able to lift to set up and take down the indoor soccer arena safely. Responsible for reporting any incident/accident during your shift on time.

Qualities: Hard working dedicated professional who is honest, loyal decisive and credible. Self-starter, who values integrity, is passionate about kids, and willing to sacrifice to accomplish team goals.

Equal Employment Opportunity Policy

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry,

citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws. This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Acknowledgment: Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or terminated at any time. Nothing in this job posting is intended to create an employment contract, implied or otherwise.