

## League Assistant - Part-Time Positions \$14.00 per hour

The Boys & Girls Clubs of Huntington Valley is looking for an League Assistant. The League Assistant's responsibilities while under the supervision of the League Coordinator and Athletic Director include, but are not limited to: Assisting and maintaining the operation of existing athletic leagues; improving the efficiency of all league functions by being present throughout all games and practices when scheduled, gym facility maintenance, assisting other League Coordinators and the Athletic Director when necessary; maintaining a bulletin board that displays important athletic information about existing and future athletic programs; and being a positive role model at the Boys and Girls Clubs of Huntington Valley. In the absence of the Athletic Director, the Assistant League Coordinator is responsible for the athletic program's continued safe and efficient operation.

### Responsibilities:

1. Provide leadership and direction to numerous constituents, always leading by example while serving as a positive role model for kids, parents, and community members.
2. Provide a fun, safe environment, with structure and clear limits that encourages opportunities for character and skill development while helping members build supportive relationships with their peers.
3. Maintain and organize all athletic equipment at each service site. Set-up and take down the indoor soccer arena safely and in a timely manner.
4. All programs should be safe and reflect positive guidelines.
5. During clean-up, all supplies and equipment should be put away in the proper designated areas.
6. Staff shall never use negative language or remarks towards each other, members, parents, or community members.
7. Athletic staff will call for assistance from League Coordinator, Program Directors, and Unit Directors as needed.

### Qualifications:

1. High School Graduate (and at least 18 years old).

2. Knowledge in sports; primarily basketball and/or soccer.
3. Outstanding oral and written communication skills.
4. Must be able to lift at least 40 lbs.
5. Must be available to work weekends, nights, and additional hours for agency projects and special events.
6. Ability to manage multiple projects and meet deadlines, while maintaining a positive attitude.

Ready to apply? Interested applicants should email cover letter and resume to [sem@bgchv.com](mailto:sem@bgchv.com). Please no phone calls.

Please note: a background check and/or LiveScan finger printing will be required before hiring.

**MUST BE AVAILABLE ON THE FOLLOWING HOURS:**

M-F 5PM-8:30PM and Sat 8:30AM-5PM