



**BOYS & GIRLS CLUB
OF WATERTOWN**

Mission Statement

“To inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.”

Title: Physical Education Coordinator

Reports To: Director of Club Services

Status: Part-Time Non-Exempt

The Physical Education Coordinator will be responsible for developing, implementing, supervising and evaluating quality gym programs including national programs and special events. The Physical Education Coordinator is responsible for role-modeling and promoting healthy behaviors throughout the Club. The Physical Education Coordinator organizes games and challenges that promote physical activity among youth and teens.

The Physical Education Coordinator must be committed to fostering an Optimum Club Experience tailored towards quality programming that promotes academic success, healthy lifestyle and good character and leadership in all youth.

JOB DUTIES:

- Develop, plan and oversees the delivery of a broad range of quality programs and special events for the gym.
- Strong Leadership skills with Youth Development Professionals/Volunteers.
- Ensuring the implementation of the hourly program schedule as well as planned impact programs in the gym.
- Participate in trainings, special programs and/or events.
- Ensures an environment that facilitates achievement of Youth Development Outcomes, with overall responsibility for cleanliness, attractiveness and safety of properties and equipment.

The Physical Education Coordinator is responsible for implementing the 5 key elements of positive youth development: fun, safety, recognition, opportunities & expectations and supportive relationships in their daily interactions with youth.

5 KEY ELEMENTS OF POSITIVE YOUTH DEVELOPMENT:

- **FUN**
 - Develop activities, quality programs and special events that meet our member’s needs.
 - Engage, smile and laugh with each youth that are in the gym.
 - Show passion for your job and in the programs you are running.
 - Participate in all Club staff dress up and theme days.
 - Ensure everyone is actively engaged in the hourly activity/impact program occurring in the gym while effectively supervising the full space.
- **SUPPORTIVE RELATIONSHIPS**
 - Seek out new members each day and learn something new about them.

- Engages in high–impact conversations with our members.
- Establish an atmosphere of meeting basic physical and emotional needs, protection, encouragement and trust of our members
- Work with the Directors on implementing individualized youth success plans.
- **RECOGNITION**
 - Greet all members by their first name when they enter the gym.
 - Ensure recognition is continuous not just done at awards programs or special events
 - Ensure that recognition is a part of our overall program plan.
 - Strive to change forms of recognition regularly to keep them fresh and up to date.
- **OPPORTUNITIES & EXPECTATIONS**
 - Accident/Incident Reports and teachable moments will be used on a daily basis, will be filled out in its entirety and will follow the process that is outlined by the Boys & Girls Club of Watertown.
 - Hourly program plans will be implemented according to the schedule and if not going successfully, on the spot fun will be implemented.
 - In your space, work with your Youth Development Professionals to establish a time where all youth must try something new.
- **SAFETY**
 - Program areas are kept cleaned and well maintained by the implemented of the opening and closing checklists and daily Club clean ups.
 - When rules are broken, the emphasis is on positive reinforcement with members regarding their behavior in order to help them make positive choices in the future. Confidentiality of all members’ information is kept at the Club.
 - As a mandatory reporter, all suspected child abuse or neglect will be reported to your supervisor immediately and a report to DSS will be made.
 - Youth boundaries are respected (youth feet stay on the ground, no hand holding or lap sitting).
 - Create and maintain a culture of inclusion and respect in the gym.
 - All Club policies and procedures are followed.

JOB REQUIREMENTS:

- High School Diploma as well as experience working with youth.
- Ability to work from 3:00 pm – 7:30 pm; Monday through Friday.
- Must be a positive role model.
- Organized
- Strong communication skills

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The Physical Education Coordinator may also have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of youth and organizations. The Physical Education Coordinator may find the environment to be busy, noisy and will need excellent organization and time and stress management skills to complete the required tasks. The Physical Education Coordinator must remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Employee Signature

Date

Most Current 2018