



BOYS & GIRLS CLUB
OF JOHNSON CITY/WASHINGTON COUNTY

JOB DESCRIPTION

TITLE: Facility Maintenance & Sports Coordinator
PERFORMANCE PROFILE SOURCE: Facilities Professional
DEPARTMENT: Administration
JOB CLASSIFICATION: Exempt
REPORTS TO: President & CEO

PRIMARY FUNCTION:

Responsible for working closely with the President & CEO or Unit Director for the planning, organizing, managing, and directing of various technical responsibilities associated with the maintenance of facilities, grounds, and equipment. Also, when approved, plan, develop, and oversee implementation of organized sports.

KEY ROLES (Essential Job Responsibilities):

Leadership & Strategic Planning

1. Provide leadership and direction to maintenance of facilities
2. Provide leadership in identifying and minimizing risks in the Club's physical environment
3. Oversee the identification and evaluation of opportunities to improve facility effectiveness and achievement of stated goals; recommends modifications to improve as appropriate
4. Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

5. Maintain Club program goals and settings that insure the health and safety of members. Ensure that staff understand and effectively communicate standards of program; that they ensure program areas are safe, well-ventilated and well lit; and that club equipment is maintained in good working condition.
6. Assist in maintaining organized sports program goals which include, but are not limited to, promoting each sport; planning practices/games; establishing teams; maintaining parent and coach contact and communication; overseeing games and practices; and scheduling umpires/referees as needed
7. Compile regular maintenance and sports reports reflecting all activities, attendance and participation including any grant management requirements.

Resource Management

8. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
9. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
10. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participating figures, notable achievements, and any problems/ issues.
11. Manage performance of assigned staff and volunteers in achieving goals, providing technical assistance, community relations and program operations.
12. Coordinate agency budget development; monitor and report variances in revenues and expenditures
13. Manage administrative and operational processes, overseeing the maintenance and repair of buildings, equipment, and other facility requirements
14. Participate in regular staff meetings.

Risk Management and Maintenance

15. Ensure adherence to appropriate safety procedures
16. Ensure safe use of tools/equipment operations and proper maintenance
17. Appropriate use of cleaning materials/supplies
18. Ensure a clean, healthy, safe and positive environment is created and maintained producing a sense of physical and emotional safety



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Marketing and Public Relations

19. Increase visibility of Club sports programs via announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.
20. Develop collaborative partnerships with other youth serving organizations, members, parents, families and community organizations
21. Participate in activities to maintain good public relations for club programs, services and activities,

ADDITIONAL RESPONSIBILITIES

1. May oversee special programs and/or events as assigned.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member issues.
4. May handle deposits and banking transactions.
5. Perform all other duties as needed by the organization, determined by a supervisor

RELATIONSHIPS:

Internal: Maintain oral and written contact with Club staff (professional and volunteer) to provide direction and technical advice. Recruits and cultivates volunteers through involvement in meetings and community events.

External: Maintain oral, written, and personal contact with external organizations and community groups serving as a resource for volunteer recruitment and selection

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree from an accredited college or university, or equivalent experience.
- Previous experience in a Boys & Girls Club or similar organization is preferred
- Valid Driver's License, preferably TN license issue.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certification.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

- Must have reliable means of transportation.
- Must be able to move equipment and materials short distances in the range of 50-75ft and occasionally lift up to 50 pounds.
- Must be able to handle grounds keeping equipment: mowers, trimmers and other mechanical devices to maintain grounds.
- Must be able to handle being in a hot, dusty environment and cold/wet environment.
- Must be able to move freely and can be walking, sitting, or standing at any given point during the day. Job duties include operation of computers and office productivity machinery such as a calculator, copy machine, and computer printer.

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.