

# ATHLETIC ASSISTANT, FULL-TIME

Athletic Assistant, Full-Time

## PRIMARY FUNCTIONS

Assist the Athletic Director in ensuring all organized athletics, including football, cheerleading, field hockey, basketball, boxing, golf, and lacrosse, align with the mission and values of the Nantucket Boys & Girls Club. This role places significant emphasis on officiating sports league games.

## KEY ROLES

- Promote interest and participation in physical education activities
- Officiate football and basketball games
- Address behavioral issues by using physical education activities to encourage positive attitudes and values such as honesty, fair play, and sportsmanship
- Implement National BGCA programs
- Recommend and requisition supplies needed for the athletic department
- Assist in recruiting and orienting volunteer coaches, ensuring each completes the volunteer application process
- Maintain and make minor repairs to athletic department facilities, grounds, and equipment
- Perform other duties as assigned by the Athletic Director, Director of Operations, and/or Executive Director

During summer months, the position shifts as a camp counselor with a variety of tasks separate from the school year.

## SKILLS AND KNOWLEDGE REQUIRED

- Bachelors Degree in Sports Management or similar field
- Strong knowledge of football and basketball rules and regulations
- Knowledge of youth development
- Ability to motivate youth and manage behavioral challenges
- Strong interpersonal skills and ability to work with the general public
- Ability to supervise members in a safe environment
- Must be highly organized, detail-oriented, self-motivated, set high standards for accuracy and efficiency, and demonstrate a strong work ethic
- Participation in high school or college football or basketball desired
- CPR and First Aid Certified

## PHYSICAL DEMANDS

- Ability to continuously stand or walk
- Ability to bend, squat, climb stairs and lift frequently
- Ability to lift up to 50 pounds occasionally
- Ability to be outdoors during all seasons

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## IMPORTANT NOTES

Must be available to work evenings until 8:00 p.m. and on weekends, including Teen Nights. Schedule flexibility is required based on program needs. Limited housing may be available for the right candidate.

**JOB TYPE** Full-time

**PAY** \$24.00 - \$27.00 per hour

**EXPECTED HOURS** 35 – 40 per week

## BENEFITS

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

## WORK LOCATION

In person (61, Sparks Ave. Nantucket, MA 02554)

***Please submit resume or letter of interest to [Fernando@nantucketbgc.org](mailto:Fernando@nantucketbgc.org)***