Position: ASSISTANT SPORTS COORDINATOR

Employer: Philomath Youth Activities Club

Web page: www.pyac.net **Email:** pyac@peak.org **Phone:** (541) 929-4040

Apply To: Eddie Van Vlack, 421 S 19th St (PO Box 1358) Philomath, OR 97370

Deadline for Applications: 11/1/18 **Approximate Start Date:** 11/13/18

***Apply in person at 421 S. 19th St. Philomath, OR 97370**

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have broad range knowledge of youth sports.
- Must be available to work Monday through Friday evenings and Saturdays.
- Must obtain and/or maintain current certification in first aid and CPR, and concussion training.
- Must become enrolled in the Criminal History Registry.
- A positive, encouraging personality is a must!

REPORTS TO: The Philomath Youth Activities Club Executive Director

WAGES/HOURS:
$10.75-$12.75 per hour DOE. 30-35 hrs/week approximately 2:30-8:30 p.m., Monday through Friday and Saturdays 8:00 a.m. until activity completed. Hours vary depending on the season.

GENERAL DESCRIPTION:
PYAC offers a wide range of youth athletic programs for youth in grades K-8. This position is the "hands on position" for these programs. This person will set-up, supervise, and clean up at all athletic events. The specific job responsibilities will vary from one sport season to the next, but the general responsibilities can be found below.

RESPONSIBILITIES:

- Assist the Sports Coordinator and Executive Director in the administration of the youth sports programs.
- Set up gyms and/or ball fields for the appropriate sports activity (i.e. setting up volleyball nets, dragging and lining baseball fields, pulling out bleachers etc.). Return gym configuration to original settings once completed and secure building when appropriate.
- Establish and maintain positive relationships and collaboration among coaches, school staff, officials, area administrators, parents, and children.
- Provide supervision and safety of children in sports activities.
- Assist in the inspection, inventory, and maintenance of athletic uniforms and equipment.
- Promptly report incidents, accidents, or concerns involving participants to supervisor and/or appropriate authority.
- Maintain and distribute all pertinent coaching supplies and/or scheduling materials.
- Attend all staff meetings and trainings.