



BOYS & GIRLS CLUBS
OF DANE COUNTY

POSITION DESCRIPTION

TITLE:	Sports Specialist Practicum Placement
DEPARTMENT:	Operations Department
REPORTS TO:	Director of Sports, Recreation and Fitness
STATUS:	Part-time, Monday/Tuesday 4:30-6pm or Wednesday 2pm-6:00pm (Flexibility in Scheduling 2 hour increment) and additional hours (up to 2 hours) to work on independent projects. Weekly meeting, TBD
HOURLY RATE:	NA

PRIMARY FUNCTION:

This position will typically work the hours of the Sports Academy Program. This position will work with adolescents (13-18 years of age) in a virtual out of school time environment. This position will work closely with other staff, will plan, lead and evaluate activities and programs provided for adolescents focusing on sports, recreation and fitness under the guidance of the Boys & Girls Clubs of Dane County Sports Academy Management team.

KEY ROLES (Essential Job Responsibilities):

Create and implement fun and exciting activities that inspire participation in a Virtual setting within guidelines as outlined by the Boys & Girls Clubs of America and in the area of Sports, Fitness & Recreation for youth and adolescents ages 13-18:

- inclusive of all members through flexible adaptation of programs and activities as necessary to meet the needs of members
- creation of developmentally appropriate lesson plans and preparation of necessary materials
- communicate positively and create relationships with members
- provide positive guidance and role modeling to members with the guidance of assigned Group Lead Teacher(s) and/or supervisor

Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times.

- maintain safety by ensuring an appropriate Virtual environment
- apply appropriate positive guidance and with the direction of assigned Group Lead Teacher(s) and/or supervisor
- abstain from phone usage while participating in activities and engaging with members

Ensure a productive work environment by in engaging in professional behavior.

- attend training and attend sessions as scheduled
- maintain a strong work-ethic
- work in partnership with Boys & Girls Clubs staff



Complete appropriate reporting according to organization and grant requirements and/or implementation of grant funded programming.

- Not Applicable

ADDITIONAL RESPONSIBILITIES:

1. Other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- At least 18 years of age
- High School Diploma/GED/HSED
- Successful Completion of Boys & Girls Clubs of Dane County Background Check
- Volunteer Orientation and Training
- Mandatory Reporter Training
- The ability and desire to work with youth and adolescents in a variety of settings.
- Flexibility, adaptability and desire to work in a team environment.
- At least 1-year experience implementing sports, fitness and/or recreation activities, preferred.