



**BOYS & GIRLS CLUB
OF ALBANY**

POSITION DESCRIPTION

TITLE: Athletic Administrative Specialist for Youth Sports Programs
DEPARTMENT: Athletics
REPORTS TO: Athletics Director
Exempt

DUTIES INCLUDE:

- Answering a multi-line phone
- Maintaining the athletic department's emails
- Learn and become proficient in the departments online registration program.
- Helping the public with registration and online accounts
- Maintain athletic department's facility, gym, and field schedules
- Some data entry
- Participate in department meetings
- Working with volunteer coaches
- Provide information on current and future youth sports opportunities
- Help plan, setup, and run several large events each year
- Ensure gyms, field, and facility are setup according to the day's schedule.
- Some supervision of referees and umpires may be required
- Assist the Athletic Director and Assistant Athletic Director as needed
- Some work with donors, outside organizations, and board members is required

DESIRED QUALIFICATIONS:

- Strong knowledge in sports, sporting equipment, and sports facilities preferred
- Must have great communication verbally, electronically, and in person.
- Must have experience with Microsoft programs (Excel, PowerPoint, Word, and Outlook)
- Computer literate
- Must be organized and able to multitask
- Preferred experience with volunteers and volunteer groups
- Ability to resolve conflicts and remain calm in heated situations
- Friendly personality, dedicated to the services we offer, and reliable
- Must be able to lift 25 Lbs. repeatedly for facility setup as needed
- Desire to work with kids in the context of youth sports
- Willingness to learn and increase responsibilities within the department
- Ability to work well independently and as part of a team

