



NOTICE OF JOB VACANCY

Posting Number: 22-17

Date Posted: 19 May 2017

Job Title: Physical Education Coordinator

Locations: **Sonny Callahan Boys & Girls Club**
6585 Carol Plantation Road, Theodore AL 36582
Serving: Theodore, Tillman's Corner, Dawes and Hollinger's Island

Hours: Part Time – Regular Schedule
Academic Year - 20 hours/week: Monday-Friday 2:30 PM to 6:30 PM
Summer – 40 hours/week: Monday-Friday between 7:00 AM and 6:00 PM
This schedule may vary slightly based on need and management decision. Extra hours as needed for special events.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

DUTIES AND RESPONSIBILITIES

Plans, directs, coaches and conducts sports activities, low organized games, and free periods in the gym and athletic field; maintains accurate records of inventory of equipment & supplies used for athletics; maintains a clean area; assists with field trips as needed; attends all meetings and events as needed; and performs other duties as assigned.

- Promote and stimulate program participation.
- Provide guidance and role modeling to members.
- Assist in the supervision and discipline of members.
- Ensure a productive work environment.
- Prepare periodic activity reports and enter attendance in web-based system.

| | | | |
|----------------------|----------------|-----------------|----------------|
| Salary Range: | Min. \$8.00 | Mid. \$10.00 | Max \$14.00 |
|----------------------|----------------|-----------------|----------------|

FLSA Non-Exempt

KNOWLEDGE/SKILLS REQUIRED

- High school diploma or GED, some college desired
- Experience in working with children
- Ability to motivate youth and manage behavior
- Ability to deal with general public
- Ability to plan and implement quality programs
- Ability to organize and supervise members in a safe environment
- Exercise independent judgment and initiative within general policy guidelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to obtain certification in CPR and First Aid
- Possess a valid driver's license

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.