



Athletics Assistant

Dr. Michael and Catherine Bullock Community and Recreation Center

Introduction

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

Summary Job Description

The Athletics Assistant facilitates the development of sports programming of all types, manages the inventory of athletic equipment and supplies, and ensures the quality and upkeep of athletics facilities. This is a full-time position reporting to the Director of the Bullock Center.

Responsibilities

Programs

- Develops and oversees a system of youth and adult leagues, primary for basketball but potentially for other sports as Bullock Center programming matures
- Coordinates and oversees any collaborative league relationships with other nonprofits in the Selma area
- Develops and implements a strength and conditioning program at the Bullock Center fitness room and provides associated equipment instruction.
- Develops, calendars and oversees by-registration athletic programs, practice, and lessons sessions, in close coordination with the Director of the Bullock Center and the Programs Manager
- Oversees all drop-in use of the gymnasium and fitness room
- Coordinates with the Program Associate for Health and Wellness at the Good Shepherd Community Center (Mosses) to ensure athletic program best practices and quality improvement
- Participates in the development of overall fitness programming at the Bullock Center as a part of non-athletics programming (e.g., nutrition education initiatives for fitness)
- Oversees all volunteers in the sports and athletics programs of the Bullock Center



Administration

- Coordinates all athletic program schedules with the Bullock Programs Manager, ensuring that all calendaring is accurate
- Manages registration for all athletic and sports programs requiring such
- Oversees adherence to all rules and regulations with regard to the athletics and sports programs in the Bullock Center, coordinating closely with the Director to adjudicate any infractions
- Ensures accurate recording of program use in the Apricot performance system
- Takes responsibility for Bullock Center opening and/or closing as needed
- Performs other duties as requested

Maintenance and Upkeep

- Cleans and maintains the gym floor to ensure high quality
- Maintains the inventory of all sports and athletic supplies and equipment
- Cleans and maintains athletics and sports equipment, assessing condition and informing the Director of the Bullock Center regarding equipment or supply issues
- Assists with cleaning and maintenance of the overall Bullock Center

Characteristics

- Outgoing personality; able to establish comradery with all types of people, youth and adult
- Unquestionable integrity and honesty
- Willing to learn; a team player
- Reliable and hardworking
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances

Requirements

- At least two years of experience in athletic programming, coaching and athletics and fitness instruction
- Certification in physical fitness or coaching preferred
- Valid driver's license and own transportation a must
- Scheduling flexibility; available for weekend shifts
- Resident of Selma or proximate community preferred
- Fully vaccinated against COVID-19

Compensation will be commensurate with experience and range between \$14 to \$15/hr.

Please send resume to hr@edmunditemissions.org and note position applied for.