

Athletic Assistant
Eagles Mere Athletic Association

Term: June 20, 2024 – August 11, 2024

The Athletic Assistant is responsible for all activities operated by the EMEA and is responsible for collaborating with other EMEA staff and will report to the Athletic Director. The Athletic Assistants support the Athletic Director and organize, implements, supervises and coaches summer programs for children, teenagers and occasionally families and adults, including sports, water activities and other events.

Duties of the Athletic Assistant include:

- Represent the EMEA and promote the values of respect, integrity, trust and inclusiveness and demonstrate high moral and ethical standards.
- Assist the Athletic Director with creation of a weekly schedule of diverse athletic activities, roughly 6-8 activities per day, accommodating different age/skill levels and/or sports interests.
- Supervise and participate in all EMEA scheduled activities, as assigned by the Athletic Director, including evening activities such as the Teen Center, movie night and other activities
- Prior to start of EMEA season, assist the Athletic Director prepare equipment and EMEA spaces, including but not limited to inventory of equipment and purchasing necessary supplies, set up Field of Dream goals and line fields, clean and organize Teen Center, including arts & crafts supplies, 4th of July materials, etc., overall preparation for summer program.
- Daily maintenance of the EMEA spaces
- At close of the season, assist the Director with collection and inventory of equipment and properly clean, break down and store all EMEA equipment.
- Participate in special events that are operated by the EMEA, and designated as such by the EMEA Board, including but not limited to Sports Week (July and August), 4th of July Parade, Lifeguard Hunts (July and August), Hamburg Show, World Cup, Regatta and Water Carnival.
- The rough hours for this job are 9:30-12, 1:15-4 M-F, and evenings 7:30-10 pm M-Th (rotating with other staff members)
- During Sports Week the hours are 9-4:30, with one evening of speech 6-7:30 and one evening of calculating scores 7pm-9pm
- The staff will work 3 Saturdays during the day and 2 Saturdays during the evening
- The staff will work 4 Sundays- 2 for sports week, 2 for season set up and clean up

Requirements:

- Must be a rising high school senior or older
- Must be available to work for the entire season unless special circumstances exist and are preapproved by the board of directors.
- Must be present for orientation at the start of the season.

- Knowledge of the EMAA and genuine love and appreciation for Eagles Mere and the values of the EMAA
- Experience working with a team
- Creative, energized and hard-working and passion for and experience working with children

If interested, please send a resume, cover letter and 2 letters of reference to Caroline Long CarolineRLong@gmail.com by March 15th.

***Please note that any offer of employment shall be conditioned upon satisfactory background checks as required by PA Act 153.*