



YES Track and Field Assistant Coordinator

Youth Enrichment Services Inc. (YES), a \$1.8M non-profit corporation headquartered in Boston, MA inspires and challenges urban youth with physical and mental activities that foster life-long respect for self, others, and the environment. Founded in 1968, YES provides opportunities to develop self-confidence, leadership and job skills through participation in outdoor activities such as skiing, snowboarding, hiking, biking, track & field, etc. Between 1,500 and 2,000 youth, aged 4-18, participate in year-round programs: Operation Snowsports, Outdoor Adventure, and YES Academy. Volunteers help staff the programs, an average of 150 people per year. Go to www.yeskids.org for more information about YES.

About the Position

This is a position for a highly enthusiastic, energized, safety-conscious adult (21 years +) who is well organized, understands sports-based youth development, and has strong interpersonal skills; Part-time position: 5-10 hours/ week (June-August). The direct service programming takes place at Moakley Park in South Boston (Mondays and Thursdays) and English High School (Tuesdays) in Jamaica Plain. There may be other off-site meets or administrative activities required at the YES offices.

Responsibilities Assisting the Track and Field Coordinator in planning the year-round Track & Field Program through outreach, registration, safety assurance, and evaluation in addition to the following tasks:

- Set up an age-appropriate track and field schedule of activities
- Organize developmental meets
- Purchase and distribute healthy snacks at each practice
- Oversee set-up and breakdown of the track and field areas
- Facilitate communication to families
- Supervise adult and teen volunteer coaches
- Fill in as a “Roving Coach” at each practice, wherever help is needed

Requirements

- Experience leading or assisting groups with youth programming
- Teaching, coaching, and/or experience in youth sports, preferably track and field
- Ability to work cooperatively and interact with a diverse population including adult and youth staff, volunteers, youth participants, parents, etc.
- High School graduate/College student or coursework preferred
- Minimum 21+ years of age
- CORI and SORI Background check will be administered

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the employee's direct supervisor or Executive Director.

Youth Enrichment Services is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.

Send resume and cover letter to Laura Neubauer Director of Programs and Operations at Lneubauer@yeskids.org by April 15th.