



**Position Title: Gym Assistant (Youth Sports Engagement)**

**Reports to:** Executive Director

**Status:** Part-Time (up to 20 hours/week)

**Mission Statement**

The mission of the Armory Youth Project (AYP) is to provide a safe environment where young people can build community and be encouraged in their educational, emotional, physical, and Christian spiritual development.

**Job Summary**

The Gym Assistant plays a vital role in creating a fun, safe, and engaging environment for youth participating in recreational and athletic activities at the Armory Youth Project. This position focuses on leading and supporting sports-based programming, encouraging youth participation in physical activities, and fostering teamwork, positive behavior, and healthy habits.

The Gym Assistant works under the supervision of the Executive Director and collaborates with other staff to support youth engagement through structured gym activities, open recreation time, and special sports events.

**Key Responsibilities**

- Supervise and engage with youth during open gym hours, sports activities, and athletic programs.
- Plan and lead age-appropriate recreational games and team sports (e.g., basketball, volleyball, pickleball).
- Promote participation and sportsmanship while modeling respectful and inclusive behavior.
- Ensure a safe environment in the gymnasium, monitoring use of equipment, and enforcing rules.
- Greet and check in youth, volunteers, and visitors as they enter the facility.
- Assist in setup and cleanup of gym equipment and supplies.
- Report any incidents, injuries, or behavioral concerns to the Executive Director immediately.
- Support special events and tournaments as needed.
- Assist with general youth supervision outside of gym time as requested.

**Qualifications**

- High school diploma or equivalent required.
- Experience working with youth or in a recreational/sports setting preferred.
- Ability to organize and lead small and large group physical activities.
- Positive, professional demeanor and appearance.
- Strong interpersonal and communication skills.

- Ability to work flexible hours, primarily between 12:00 p.m. – 6:00 p.m., with occasional evenings or weekends for events.

### **Skills & Competencies**

- Passion for youth development and sports.
- Ability to positively engage with youth from diverse backgrounds.
- Skilled at setting boundaries and maintaining discipline in a respectful, encouraging way.
- Reliable, energetic, and self-motivated.
- Understands and supports AYP's mission, vision, and values.
- Maintains confidentiality and professionalism at all times.

### **Working Conditions**

- Active environment in a gym and recreational setting.
- Frequently standing, walking, bending, and lifting (up to 30 lbs.).
- Must be able to supervise fast-paced, high-energy youth activities.
- Work is subject to frequent interruptions and occasional high noise levels.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_