



POLICE ATHLETIC LEAGUE

OF BUFFALO, INC.

65 NIAGARA SQUARE, 21ST FLOOR • BUFFALO, NY 14202

PHONE: (716) 851-4615 • FAX: (716) 851-4628

JOB POSTING

June 1, 2018

Title of Position: PAL Athletic Program Coordinator (Part-Time)

Summer Hours include Tuesday-Friday (6pm-11pm) & Saturday's (10am-3pm)

Number of Vacancies: 12 positions

Wage: \$13.00 per hour (5 hour shift/ 5 days a week)

Locations:

Community Center	Address
Asarese Matters	50 Reese St. 14213
Hennepin	24 Ludington St. 14206
JFK	114 Hickory St. 14204
Lincoln	10 Quincy St. 14212
Machnica	1799 Clinton Ave. 14206
Tosh Collins	35 Cazenovia St. 14220

DUTIES:

Candidates will be required to instruct participants in one or more athletic activities. Instruction will include developing clinics or athletic drills to introduce participants, school aged boys and girls K to 8 and High School, to the rules and skills necessary to participate in such activity. Materials and drills must be approved by the Athletic Director of PAL before demonstrations may be provided to participants. Instructors must be able to communicate directions in simple understandable terms and be able to demonstrate all drills and/or procedures directly to participants in both an individual and group basis.

RESPONSIBILITIES:

- Directs/manages overall daily operations of the summer site, with the primary concern for program and service delivery at one of six locations.
- Supervision/scheduling of Programs in one of the six assigned buildings
- Facility management/cleanliness of the building
- community relations and foster partnership with the community
- Student attendance and record management (6pm-8pm/8yrs-12yrs & 8pm-10pm/13yrs-18yrs)
- Coordinator is responsible for the creation and implementation of diverse summer programming & Clinics with Buffalo Police Officers.
- Explain principles, techniques, and safety procedures to participants in recreational activities and demonstrate use of materials and equipment.
- Explain regulations, policies, or procedures
- Complete and maintain time and attendance and client characteristic forms
- Prepare operational reports or records

MINIMUM QUALIFICATIONS:

One year of paid experience or three years of voluntary service in athletic endeavors such as physical education, coaching, sports training, or related fields.

ALL APPLICANTS MUST SUBMIT THEIR RESUMES AND SPECIFICALLY DESCRIBE EXPERIENCE: Please fill out attached form and return form and resume to: Orval Cott, Athletic Director, Police Athletic League, 65 Niagara Square, 21st Floor, Buffalo, NY 14202. Email Resumes to policeathleticleague@city-buffalo.com