

## Work Study Job Description

<b>Job Title</b>	Athletic Assistant
<b>Organization Name</b>	Boys and Girls Club
<b>Job Location</b>	Mercer Island
<b>Address</b>	4120 86th ave se Mercer Island WA 98040
<b>Pay Rate</b>	\$11 - \$11
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Becky Shaddle
<b>Phone Number</b>	2064361943
<b>Email Address</b>	bshaddle@positiveplace.org
<b>Website</b>	<a href="http://www.mi.positiveplace.org">http://www.mi.positiveplace.org</a>

### Nature of Organization

The athletic department at the Mercer Island Boys and Girls Club is looking for an organized, responsible individual who is available to work evenings or weekends with our sports leagues and programs.

### Duties and Responsibilities

The responsibilities would include program supervision, customer service, communication, organization of team schedules.

### Minimum Qualifications

Must have some basketball and baseball knowledge. Experienced in Microsoft Office, personable and friendly. You will need to work with our customers.

### Educational Benefits

Learn about the development and organization of sports management at the youth level. We serve over 2000 youth on an annual basis in sports programs from football, basketball, baseball, volleyball and many more.

### How to Apply

If interested, please send a resume to [bshaddle@positiveplace.org](mailto:bshaddle@positiveplace.org)