



ASSISTANT BOXING TRAINER

Part-Time Temporary

Definition:

Under the direction of the Teen Center Supervisor, is responsible for assisting in the operation of the boxing program, including teaching youth boxing fundamentals and supervision of facility and equipment, along with other duties assigned.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist with the supervision and operation of the boxing gym and program.
2. Enforces and follows all rules, regulations, and policies of the City of Duarte.
3. Organize, officiate, and instruct children and adult activities; teach fundamentals of boxing and sportsmanship.
4. Assist in maintaining and cleaning facility and equipment.
5. Assist patrons and other recreation staff in routine and emergency situations, including administering first aid.
6. Make recommendations regarding the acquisition or replacement of equipment and supplies.
7. Enforce rules and regulations of recreational facility to maintain discipline and ensure safety.
8. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Effective youth supervision and discipline.
- Appropriate safety precautions and procedures.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Plan, organize, prioritizes, and perform duties as assigned with minimal supervision.
- Interpret and apply department policies and procedures.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Work independently, without direct supervision.
- Understand and follow verbal and written direction.
- Mentor youth and act as a role model.
- Cooperatively work with fellow employees, children, and the public.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying.

Licenses and Certificates:

Must obtain clearance to work with youth through a background check within 15 days of employment.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs lifting, pushing, and/or pulling, which could exceed 100 pounds and is an infrequent aspect of the job.
- Required to work evenings or weekends, as necessary.