



Lead Athletics Instructor Job Description

Organization

Hill House is an independent, non-profit community center that serves families living and working in Boston and is dedicated to providing year-round programs, events and outreach activities. Our mission is to create a stronger urban community that connects children and their families, and helps make it easier for parents to raise their children in the city.

Hill House has truly become the ‘backyard in the city’ for thousands of families. Hill House is one of the most successful community centers in the area and one of the fastest growing. There is an opportunity for an enterprising individual to help shape that growth while respecting and leveraging Hill House’s strong history.

Purpose

The Lead Athletics Instructor plays a key role in delivering and supporting Hill House’s youth sports programs. This hands-on position combines coaching, program coordination, and on-site leadership to ensure that children and families have a positive, safe, and engaging experience. The Instructor will lead practices, clinics, and game days; support seasonal leagues; assist with staff training; and help manage equipment, facilities, and administrative tasks.

This role is ideal for someone who loves working with children, enjoys coaching multiple sports, and thrives in a dynamic, collaborative environment.

Responsibilities

Program Delivery & Coaching

- Lead and coach athletics programs across multiple sports, including seasonal leagues, clinics, and pre-K sports.
- Serve as the primary on-site representative during practices, clinics, and game days.
- Step in to run programs when instructors or coaches are absent.

League Operations

- Assist with the administration of all league sports, Spring Baseball, Fall Soccer, Winter Basketball, and Fall Flag Football. Other sports include, lacrosse, field hockey, ice hockey, Run Club, Ninja classes, etc.
- Support scheduling practices and games, team formation, and communication with families.
- Oversee field or facility setup and breakdown before and after programs.

Staff Training & Supervision

- Help recruit, train, supervise, and support coaches/volunteers.
- Contribute to consistent coaching standards and high-quality instructional practices.
- Provide ongoing evaluation and feedback to coaching staff.

Family & Community Engagement

- Serve as a point of contact for families participating in athletics programs.
- Respond to parent questions, concerns, and feedback with professionalism and care.
- Foster a welcoming, community-oriented environment for children and families.

Administrative & Operational Support

- Assist with management of ActiveNet and Connect Team including data entry, reporting, registration support, and website updates.
- Maintain accurate seasonal inventory of equipment and uniforms; conduct safety checks; and submit supply orders within budget.
- Support general administrative tasks such as email communication, filing, and program documentation.

Facilities & Equipment Management

- Ensure equipment is stored safely and properly.
- Conduct routine inspections for damaged or unsafe equipment.
- Coordinate field and facility setup and breakdown with the Athletics Manager.

Cross-Department & Special Event Support

- Collaborate with staff across Hill House to support special events, community outreach, and organizational initiatives.
- Serve as the Sports Coordinator and Instructor for summer camp or other programs as assigned.

Other duties as assigned.

Qualifications

Required

- 1–3 years of experience in athletics, youth sports, recreation, or related fields.
- Experience supervising or coordinating staff, volunteers, or teams.
- Strong communication, leadership, and customer service skills.
- Excellent organizational, time management, and problem-solving abilities.
- Ability to work evenings and weekends during peak seasons.
- Ability to lift 25–30 lbs. and work outdoors in varying weather conditions.
- Proficiency with MS Office and willingness to learn new software systems.

Preferred

- Bachelor’s degree in physical education, recreation management, education, youth development, or related field.
- Experience coaching and officiating multiple youth sports.
- Familiarity with non-profit or community-based programming.
- CPR/First Aid certification (or willingness to obtain).

Personal Attributes

- Motivating, supportive, and confident leader.
- Flexible, resourceful, and able to adapt quickly when challenges arise.
- Strong relationship-builder with a passion for youth development.
- “Get-it-done” mindset and positive, team-oriented attitude.

Reporting

The Athletics Instructor will report to Hill House’s Athletics Manager and the Program Director and work closely with all other staff as he or she is a critical member of the Hill House leadership team.

Work Conditions

The Athletics Instructor is a full-time, 40-hour FLSA Exempt, salaried position with benefits. The Athletics Instructor will work regular hours, in addition to seasonal evenings and weekends in accordance with league scheduling and Hill House special events.

He or she must have the ability and willingness to interact with the public, specifically with families, and must also have the ability to lift heavy boxes, tables and chairs weighing 25-30 lbs. Like all Hill House employees, the Athletics Instructor is expected to contribute to a culture based upon respect, teamwork and collaboration.