Initiated in the fall of 2018, the Boys & Girls Clubs of Waco Graduate Assistantship Program has been developed to create a two-year paid apprenticeship-style experience within a specific area of sport management under the mentorship of established leaders in that field. Students in this program are selected from a national search process and complete a 36 credit hour master’s degree in Sport Management while completing the graduate assistantship duties.

General Expectations:

- Work diligently and professionally
- Meet established deadlines
- Communicate regularly on your progress on assigned tasks
- Report for work on time and in the appropriate professional attire
- Complete 20-29 hours of service each week to the not-for-profit partner
- Promote the Sport Management program and the Boys and Girls Clubs of Waco positively throughout the campus and the Waco community
- Maintain academic progress toward the degree including a 3.0 cumulative GPA
Specific Job Duties and Expectations

Job Title: Graduate Assistant with Boys & Girls Clubs of Waco

Work Supervisor(s): April Rosier, Chief Executive Officer

Office Location(s): 2700 N 21st St, Waco, TX and 2020 Richter Ave, Waco, TX

Expected Job Duties:

- Plan and organize student-member programming
- Supervise afterschool and summer events
- Assist with data collection and program materials
- Assist with fundraising and Club community events
- Assist with driving the van route to pick members up from school (when needed)
- Other duties as assigned
- Must be 22 years of age with a valid driver’s license