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## Athletic Director Position Guide

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**Reports to:** Program Director

**Classification:** Exempt

**Supervisor:** Athletic Staff Functions, Youth Leaders, and Volunteers

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### Summary

Position responsible for administration of sports leagues and activities targeted toward youth. Additional responsibilities include overseeing the training and development of volunteers, youth leaders, and staff assigned to the programs as well as scheduling activities and broadening the communication of the Organization's progress to expand reach-out to the community to support the Organization's services.

### Essential Functions

- Responsible for providing daily parent and coach communication through various communication channels to include face-to-face, email and/or telephone to ensure everyone is aware of the status of the programs and any concerns are addressed.
- Accountable for training Staff and Youth Leaders on a weekly ongoing basis as well as leading rule discussions that occur prior to the specific sport season begins including instructing on referee responsibilities, scoring mark games and administering rule tests.
- Responsible for organization and leading the weekly Leaders, Seasonal Coach and weekly Staff meetings to ensure clear lines of communications are maintained and issues are addressed as appropriate.
- Create communication flyers, email communications, MonkeyShine related to seasonal sports leagues including coordinating and distributing communications to local schools on a weekly/monthly basis as applicable to ensure there is a consistent, constant reach-out to create awareness of the Organization.
- Responsible for scheduling Youth Leaders and Staff for weekly athletic programs offered by the Organization.
- Create all league game schedules based upon time factors and space provide by Revere Park and provide the schedules to appropriate internal staff and/or external representatives.
- Updating standings weekly and posting on all relevant NBGC outlets (website, Monkeyshines, Alumni Chatter, social media, etc.).
- Accountable for budgeting equipment and uniforms for Organization athletic programs in accordance with Program Director directives and annual planning strategies.
- Accountable for managing inventory of the athletic equipment and uniforms including purchasing in accordance with inventory planning and reporting inventory status on a monthly basis to the Program Director.

- Recruit, train, and supervise all athletic staff.
- Other duties as assigned by the Program Director.

### **Education and Experience**

- Minimum HS diploma and/or Associate Arts degree required with a focus on general management, physical education, recreation management or similar academic concentration. College degree preferred.
- A minimum of one to two years of previous experience developing and implementing athletic sports program for youth organization including officiating responsibilities.
- First Aid & CPR Training required.
- Experience supervising volunteer staff and internal staff supporting the Organization programs.
- Proven organizational and communication skills.
- Proficient using MS Office

### **Competencies**

Communication	Leadership
Interpersonal skills	Problem-solving
Organization	Planning
Multi-tasking	Capable of handling stress

### **Position Type/Expected Hours of Work**

This is a full-time position. Evening and weekend work as required per the demands and expectations of the position. Occasional travel as necessary.

### **To Apply**

Email a cover letter and resume to [resumes@nbgc.org](mailto:resumes@nbgc.org). No calls please.