



Position Title: Athletic Director
Reports to: Executive Director

Mission Statement: At Girls Place, we empower girls to grow courageous, strong and self-sufficient. We inspire our girls to celebrate themselves-their minds, their hearts, and their physical well-being.

Supervises: Volunteers, coaches, officials, interns and all staff involved with athletic programs.

Job Summary: The Athletic Director is a full-time salaried position. The Athletic Director is responsible for developing, implementing, and maintaining athletic programs at the Girls Place. Responsibilities include volunteer coordination, fundraising, board support, and transportation. The athletic director further assists with general office duties as needed and other duties as assigned by the Executive Director.

Hours Required: Full-Time position (40 hours per week). Office hours are flexible and subject to program scheduling and administrative duties. Please note that this position does require evening and Saturday hours during the athletic seasons.

Qualifications:

- Bachelors degree in related field or equivalent work experience in youth/athletic development
- Must have experience in volunteer recruitment, supervision, administration, and community relations. Must be able to work with a variety of individuals in varying age groups, socio-economic, and educational backgrounds
- Ability to use computer skills to coordinate online sports registrations, edit pertinent information regarding athletic programs on company website, prepare reports and documents for staff, parents and Board of Directors. Communicate daily with staff and parents via email
- Must submit to and pass a FDLE II Background check
- Must complete required DCF courses/exams and Early Learning Coalition classes
- First Aid and CPR certified

Performance Standards:

1) Volunteer/ Staff Recruitment

- Recruit volunteer coaches - Communicate effectively with volunteers regarding schedules, expectations, participants, and other details of program
- Obtain referees, scorekeepers, and/ or staff needed for game days
- Mentor and evaluate volunteer coaches
- Create and implement coach and volunteer orientation program
- Coordinate and execute barter contract sign-ups

2) Fundraising

- Secure sponsorship for all athletic teams. Steward sponsors to encourage ongoing commitment
- Works with Board Committees to market athletic programs in the community
- Other fundraising duties as deemed necessary by the Executive Director
- Apply and secure grants specific to athletics (dollar amount set annually)

3) Public Relations

- Prepare monthly newsletter with Program Director regarding upcoming programs and achievements through constant contact
- Coordinate participation and attendance in community functions and with organizations as it relates to athletics
- Provide graphics and photos needed for social media

4) General Operations

- Set policies/procedures on all athletic programs – currently volleyball, basketball, track, softball
- Expand athletic program in line with strategic plan – lacrosse, cheer/dance
- Coordinate, maintain, and participate in the implementation of athletic activities in the after school and summer/holiday programs
- Evaluate athletic programs periodically
- Offer clinics and training sessions for individual athletes
- Coordinate with city, county, and other private athletic organizations as needed
- Maintain equipment/uniform inventory
- Engage and establish positive relationships with parents and fans
- Assist with general office duties, such as answering the phone, assisting girls and parents as directed by Executive Director
- Participate in periodic assessment of own performance. Develop goals and objectives. Attend training and other developmental/professional growth opportunities as needed upon by Executive Director

Secondary Job Duties:

- Stay current with agency programs, services and procedures
- Attend staff meetings, management team meetings, board of director meetings and trainings as needed
- Transport in athletics as needed and assist with transportation in after school and summer programs
- Assist the Executive Director with other duties as required
- Follow the guidelines of the agency's board policies and personnel regulations

Agency Requirements:

All employees of Girls Place are expected to demonstrate a commitment to:

- Promoting diversity and equality
- Professional ethics and standards
- Flexibility and teamwork
- Protection of confidentiality

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, carry, push, pull, bend, stoop, reach, talk and hear. The employee must occasionally lift and/or move up to 25 pounds of materials and at times lift and/or move up to 100 pounds of equipment.

Affirmation:

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should positively impact every donor's experience.

	I do not need any accommodations to complete my work as described above.
	I do need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

EMPLOYEE'S NAME (Print)

SUPERVISOR'S NAME (Print)

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE