



Job Title: Program Director, Athletics

Schedule: Full-Time

Job Type: Exempt, Supervisory Position

Pay Range: \$35,000-\$37,000

Reports To: Executive Director

Revision Date: March 2021

POSITION SUMMARY

This position is responsible for developing and implementing athletic programs at Girls Place. Girls Place is a grassroots nonprofit organization serving girls ages 5-14 years old. As a trauma-informed organization, 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. Responsibilities include program development, partnership development, volunteer coordination, fundraising, board support, transportation, and general program support.

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Responsible for the development and operations of all Girls Place athletic programming during the afternoon and evening hours with games on Saturdays; including training, scheduling, and evaluation
- Develop, implement, and update athletic procedures including manuals, training guides, and rule books
- Recruit athletic participants, volunteers, coaches, referees, scorekeepers, and staff
- Maintain accurate inventory of athletic equipment and supplies; secure new inventory as needed
- Manage the facility as it relates to athletic programs including setting up volleyball courts and communicating about gym closures

PARTNERSHIP DEVELOPMENT

- Develop and maintain positive partnerships with parents, community leaders, educational leaders, and community based athletic organizations for program development and volunteer recruitment
- Build relationships with existing sponsors, secure new sponsors, and steward sponsors for all teams
- Collaborate with after school and summer program directors to implement athletic activities
- Collaborate with BrainPower Coordinator to incorporate social and emotional learning throughout athletic programs
- Contribute to board meetings and lead program committee to support athletic needs
- Coordinate with city, county, and other private athletic organizations to support youth development and athletics system-wide

GENERAL JOB FUNCTIONS

- Assist with general office duties including answering the phone, checking girls in, and assisting parents
- Participate in self-assessment of performance and develop goals and objectives for continued growth
- Attend trainings and other professional growth opportunities as required
- Contribute to general fundraising efforts as deemed necessary by the Executive Director
- Secure athletic-specific grants in line with annual budget
- Support After School and Summer Day Camp programs including as a driver or classroom staff as needed
- Represent Girls Place at community events and fundraisers
- Other duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's Degree in related field or equivalent work experience in related field
- Valid Florida Driver's License
- Level II FDLE Department of Children and Families Background Screening

PREFERRED QUALIFICATIONS

- Experience working with children, parents, volunteers, and community partners
- DCF and Office of Early Learning School Age Children Training Requirements
- CPR & First Aid Certification, or willingness to obtain
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters
- Experience in volunteer recruitment, supervision and administration, and community relations
- Ability to use internet and computer skills to complete required paperwork, or willingness to learn

PHYSICAL CHARACTERISTICS

- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 50 pounds

OTHER CHARACTERISTICS

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Consistent use of a computer (i.e. reports, training, etc.)
- Occasional use of outdoor equipment (i.e. leaf blower, pressure washer, hose, etc.)

PROFESSIONAL EXPECTATIONS

The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism

REASONABLE ACCOMODATIONS

The characteristics described above 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 herein.

	<i>I do not need any reasonable accommodations to complete my work as described above.</i>
	<i>I do need reasonable accommodations to complete my work as described above. (Attach description of accommodations)</i>

AFFIRMATION

- I agree to be held accountable of my actions and agree to hold co-workers accountable in order to create a responsible and productive work environment.
- I recognize that providing and supporting quality client services is the priority.
- I recognize that my actions, attitude, and involvement should positively impact the experience of every donor, sponsor, family, staff member, and child.

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