ATHLETIC DIRECTOR - JOB SUMMARY/PRIMARY FUNCTION:

The Athletic Director is responsible for overseeing and operating the Athletic program within the Boys and Girls Clubs of Dorchester (BGCD), including supervising and coordinating athletic and sports events internally and externally, while representing the BGCD’s mission and values.

KEY ROLES: (Essential Job Responsibilities)

- **Youth Development** - Create a Club environment that facilitates the achievement of youth development outcomes. Establish programs, activities, and services that prepare youth for success.
- **Program Development and Implementation** - Plan, develop, implement, and evaluate programs, services, and activities on an on-going basis.
- **Health and Safety** - Ensure a healthy and safe environment. Ensure that facilities, equipment, and supplies are well-maintained. Ensures adherence to BGCD medical and safety requirements. Maintains a safe environment for all members at all times.
- **Supervision** - Ensure a productive work environment. Supervise the performance of assigned program volunteers and part time staff in your area.
- **Partnership Development** - Develop partnerships with parents, community leaders, and other organizations.
- **Technology** - Update and maintain skills in use of current technology and information management systems. Maintain database software for membership tracking and measuring.
- **Marketing and Public Relations** - Develop and maintain public relations and marketing materials for programs.
- **Scheduling Events** - Schedule all games and sporting events for every sport each season; communicate with coaches and organizations to plan for upcoming seasons.
- **Managing Multiple Programs** - Responsible for managing diverse programs which may include sports programs with small and large group activities, individual fitness programs, intramural team sports and travel teams. Manage athletic events including the set-up and clean-up, ensuring that events are safe.
- **Hiring and Managing Athletic Staff** - Assists in the hiring process of all athletic staff. Responsible for managing diverse programs which may include sports programs with
- **Coordinate Staff Schedules** - Coordinate schedules for the Assistant Athletics Director and supporting Athletics staff; supervise and direct the coaching staff to ensure that proper practices schedules are maintained by all athletics teams.
- **BGCD Policies** - Follows and maintains knowledge of the BGCD’s policies and procedures.
- **Cleaning, Storage and Maintenance** - Supervises all athletic staff in the cleaning, storage, and maintenance of all athletic equipment, uniforms, including the maintenance of inventory tracking; including the locker rooms and first floor bathrooms.
- **Transportation** - Arranges transportation for athletic participants in a timely-manner.
· Staff Meetings - Participates effectively at all staff and team meetings with management and their supporting staff.
· **Create Positive Relationship and Resolve Conflicts** - Interact thoughtfully with all parents and members and resolve conflicts in a professional manner.
· **Other Duties** - Assume other duties as assigned

**REQUIREMENTS:**
· Two years prior experience working with children and youth preferred.
· High School Diploma Required; College degree preferred or equivalent combination of education and experience.
· Must have the ability to work a flexible schedule including nights.
· Works well with others from diverse backgrounds
· Ability to communicate effectively both written and verbally
· Must be highly motivated, possess strong organizational skills and be willing to work as part of a team.
· Possess knowledge of effective behavior management methods; ability to delegate responsibilities and meet deadlines.
· General knowledge of computer usage and the ability to use e-mail, internet software and word processing and database software.
· Must be able to pass a CORI and SORI background check

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal.

The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.