

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF WHATCOM COUNTY

## POSITION DESCRIPTION

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<b>TITLE:</b>	Athletic Director
<b>DEPARTMENT:</b>	Athletics
<b>REPORTS TO:</b>	COO
<b>PAY RANGE:</b>	\$43,800-\$50,000
<b>STATUS:</b>	Full-time exempt
<b>HOURS:</b>	Vary to meet program needs

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### POSITION DESCRIPTION

The County Athletic Director (AD) is responsible for the general organization and oversight of youth sports in the Whatcom County. Oversight includes meeting revenue goals and expenses, management of partnerships, volunteers and athletics staff.

### KEY RESPONSIBILITIES

- Running athletics programs consistent with the mission and enabling each participant to reach their full potential as productive, caring and responsible citizens
- Oversee the creation of game schedules- regular season and post season
- Supervision of Athletics Coordinators
- Creation of the annual athletics budget
- Implementation of a fundraiser in accordance with organizational goals
- Recruitment maintenance of an athletics advisory committee
- Over see athletics registrations—membership sign up, sports fees and team placement
- Ensure formation of teams
- Purchase of all athletics equipment within approved budget
- Recruit, train, communicate and evaluate volunteer coaches
- Arrange for facility use and provide appropriate venue supervision
- Negotiate use of facilities or fields to the greatest benefit for the organization
- Write and maintain all athletic policies, rules and regulations, and assure compliance and consistency
- Secure team sponsorships
- Inspect, repair and replace all athletic equipment assuring the safety of participants

- Oversee field maintenance (Northwest Fields and other)
- Operate field equipment and vehicles for maintenance and security purposes
- Work closely with youth athletic agencies to develop cooperation and shared resources, including Parks & Rec, soccer, WWU, etc.
- Develop and present proposals for increased efficiencies in the Athletic Department
- Develop and present proposals for increasing program scope and reach including integration of athletics activities into clubhouse programming
- Explore creative ways to raise funds to support athletics including concessions, sales, tournaments
- Troubleshooting with parents, coaches
- Train, schedule and evaluate officials and umpires
- Ensure parent and participant satisfaction process is implemented consistently

#### **OTHER RESPONSIBILITIES**

- Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications and participating in monthly staff meetings
- Recruit, train and evaluate all athletic coordinators
- Ensure a healthy and safe environment, supervising members in program areas
- Instruct and direct varied activities
- Participate in program/service outcome measurement processes and other evaluations programs including BGCA's annual evaluation Commitment to Quality and Formula For Impact
- Secure, maintain and monitor materials, equipment and other resources belonging to the program area(s). Maintain cleanliness of program area(s).
- Participate in individual and groups supervision sessions; participate in professional development opportunities as appropriate.
- Implement goals, objectives, policies procedures and work standards for assigned programs
- Exercise independent judgment and initiative within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Other related duties as specified by the Director of Operations.

#### **CORE PERFORMANCE CATEGORIES**

- Reading & answering emails promptly; carrying out directives by supervisor, communication of needs at least one week in advance for materials and supplies
- Prepare and complete daily activity tracking and enter information into Vision/ E-tapestry
- Ensure inviting and friendly atmosphere
- Per each program requirements all paperwork must be completed completely and accurately as needed

#### **ADDITIONAL RESPONSIBILITIES**

- Exercise authority in problems relating to members, coaches, referees or umpires.
- Handle other duties and responsibilities as deemed necessary or important as assigned by the CEO or Director of Operations.

#### **RELATIONSHIPS**

**Internal:** Maintains close contact with Club professional staff including Branch or Unit Directors. Works closely with volunteers and other athletic organizers in Whatcom County.

#### **SKILLS/KNOWLEDGE REQUIRED**

- Four year degree preferred
- Experience in working with children.
- Knowledge of youth development strategies.
- Ability to motivate youth and handle behavior problems.
- Ability to deal with the general public.
- Experience recruiting and training volunteers
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Ability to work with youth and families from a variety of backgrounds.
- Proven ability to work independently and as a contributor to a working team.
- Flexibility to work clubhouse hours especially as seasons and service needs change.
- Exceptional interpersonal skills in addition to strong verbal and written communication abilities.
- Demonstrated ability to plan, direct and measure programs.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

### **DISCLAIMER**

The job description in no way states or implies these are the only duties to be performed by the Good Character and Citizenship developments Coordinator. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Operations. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.

**Position Open Until Filled**

**To Apply: Send Cover Letter, Resume, 3 References to Kim Grams at [Kgrams@whatcomclubs.org](mailto:Kgrams@whatcomclubs.org)**