



Job Title

Date

Sports and Recreation Director	February 28, 2021
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Supervisor

Associate Executive Director

Purpose of Job

<p>1. This position will work with the Associate Executive Director to create, organize and develop sports and recreation programs for all ages and abilities. This includes organizing tournaments, leagues and other community minded events. This position will handle the day to day administrative work that is takes to run the department including invoicing, rentals and staffing for events.</p>
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Responsibilities

<p>ESSENTIAL JOB DUTIES:</p> <ol style="list-style-type: none"> 1. Coordinate and plan all sports events and schedules. Event planning for leagues, tournaments, clinics, camps, kids programming and special events. 2. Plan and set up equipment, supplies, medical needs, registration process and personnel required to operate each event. 3. Develop game schedules for all leagues and tournaments and assign/coordinate officials as needed. 4. Assist the Basketball Coordinator in managing the administrative paperwork for basketball programming including payments, rosters, schedules and uniforms. Basketball events include, AAU planning, clinics, leagues, tournaments and special play days. 5. Handle rental requests on the turf, hardcourts and multipurpose rooms (Scheduling, Invoicing, Insurance and Protocols). 6. Actively research, develop and execute new sports and recreation programs which can include leagues, tournaments and special events. 7. Research and develop programs to effectively utilize designated sports and recreation areas during non-peak times. Coordinate/Develop weekend member activities and community events outside of tournament weekends. 8. Actively recruit and work with coaches to develop clinics and camps for the community. 9. Manage billing/unpaid invoices for sport and rec programming to ensure prompt payments from customers. Send monthly invoices to customers and follow up on collections. 10. Train, supervise and schedule interns, Americorps members and volunteers for events. 11. Develop and coordinate sponsorships for sport and recreation events. 12. Work with the marketing/sponsorship director to advertise and promote sports and recreation programming. 13. Assist with the development of the operating budget. 14. All other duties as assigned by the Associate Executive Director.

Job Qualifications

<ol style="list-style-type: none"> 1. Bachelor's degree in Sports Management preferred with a previous knowledge in developing various programs. 2. Coaching experience preferred and certified in CPR/AED. 3. Must possess excellent interpersonal and communications skills to work with team members and interact with members. 4. Must be compassionate, professional and empathetic when handling member/employee complaints and concerns while remaining focused on providing a positive member/employee experience. 5. Must possess basic computer literacy including knowledge of email, internet research, internet navigation and Microsoft Word and Excel, as well as fitness center specific software. (Daxko Operations) 6. Must possess basic analytical and problem-solving skills to effectively oversee the gym and follow standard methods, guides and procedures to resolve problems, as necessary. 7. Pennsylvania state police criminal record check, child abuse history clearance and a FBI criminal history check required. 8. Must be available to work weekends and evenings.
