



## **Job Description**

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**Title:** Director of Athletics & Healthy Lifestyles

**DEPARTMENT:** Administration

**REPORTS TO:** Director of Programs

### **EXEMPT**

**Primary Function:** The Director of Athletics & Healthy Lifestyles directs and manages the delivery of a broad range of Sports, Fitness and Recreational programming for the Boys & Girls Clubs of Lanier, including, but not limited to the Atlanta Falcons Fitness Zone, and all other sports related activities. The Director ensures the implementation of the following Healthy Lifestyles programs and documentation: Smart Moves, Triple Play Body and Spark PE Active Recreation.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Leadership*

1. Lead and plan the overall development of all sports and athletic activities for the BGCHC.
2. Lead the implementation of the Atlanta Falcons Fitness Zone. Must ensure that all sites are running required programs and responsible for the expected outcomes.
3. Responsible for the required measurement for all programs and timely reporting. These measurements may be related to grant expectations, organization tracking or others.
4. Works with Unit Directors ensuring Healthy Lifestyle programming is being implemented at all club sites.
5. Leads Club Fit staff with understanding expectations for their areas.
6. Supervises Club Fit staff ensuring they are meeting expectations and requirements.
7. Leads organizational in the most up to date healthy related topics and discussion for our community and health trends
8. Ensures all aforementioned programs are well documented and submission of any documentation upon request.
9. Ensures subordinates clearly understand their expectations of having input sheets and attendance records and planning sheets for All Smart Move, Smart Girls, Date Smart and recreational programming.
10. Performs probationary and annual evaluations on their staff as outlined in dates of hire.



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### *Strategic Planning*

1. Evaluate overall program effectiveness based on participation of athletics and healthy lifestyle programming by club members.
2. Seek to develop the athletic/healthy lifestyles program and ensure **all club members** are benefiting all youth sports programs and activities.
3. Develops partnerships with parents, community leaders and organizations. Work to deepen relationships with local community groups that may bring available athletic resources to the assistance of our membership (i.e. – Gainesville Parks & Rec, Gainesville City Schools, etc.)

### *Supervision*

1. Coordinate gym use for all service sites.
2. Manage all sports banquets/assemblies for recognition at the end of respective program.
3. Accountable for scheduling all practices, games, and events in a timely fashion.
4. Ensure that all athletic environments are safe and secure. Accountable for ensuring that personnel (gym monitors, officials, referees, scorekeepers, janitors, etc.) are present for each event and have the proper equipment for successful service.
5. Develop and enforce an approved code of conduct for all sports coaches, volunteers, and parents. Accountable for training and orientation of Code of Conduct. Accountable for maintaining and submitting records of all coaches, volunteers, and parents' acknowledgement of Code of Conduct with a clear understanding of their roles and responsibilities to the youth we serve and the BGCHC.
6. Ensure each sport has a handbook outlining rules and playoff eligibility and List of all games and start and end dates and playoff date.
7. Ensures each sport in seasons that teams have practice times and locations outlined.
8. Ensures sites have proper supervision for practices and games.
9. Ensures every sport can sustain itself through fees and does not run-in debt.

### *Resource Management*

1. Recruit, select and manage coaches/volunteers as needed for athletic programming. Ensure all coaches have completed the appropriate screening information and are on file.
2. Oversee proper record keeping and reporting for sports equipment and league information. Maintain and collect all equipment.
3. Ensure that all athletic equipment is up to safety standard, in working condition and accounted for in each sport season and activity.
4. Maintain effective storage of all athletic related material.



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5. Collect fees for each sport and fee based athletic program in accordance to current organizational policy and standard.
6. Ensure that time sheets for all officials/referees are submitted for weekly pay in accordance with policy.
7. Develop and organize fund raising events in each organized, fee-based sports program offered by the BGCHC.

### ***Marketing and Public Relations***

1. Submit all results of games, standings and weekly updates to all local media outlets and VP of Development and Marketing
2. Publicize all athletic related registration with all local media outlets, schools, and collaborative partners in conjunction with VP of Development
3. Work with all staff to ensure that information is disseminated to membership and clearly understood throughout the BGCHC.

### **ADDITIONAL RESPONSIBILITIES**

1. Submit requests for purchases of supplies and equipment to Administration
2. Work with staff for special events to carry out programs in all departments
3. Exercise his/her authority in problem solving relating to members; utilizes guidance and discipline plan
4. Supervise GEM Coordinator
5. Assume all other duties as assigned.

### **RELATIONSHIPS:**

**Internal:** Maintains close daily contact with club staff to ensure the effective delivery of the organizational mission, program objectives, adherence to standards, addressing issues and provide/receive information.

**External:** Maintain contact with coaches, volunteers, community groups, schools, parents, and members to assist in resolving problems and to publicize the club's athletic programs and efforts.

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

This position requires a great deal of physical exertion. Requirements include but not all inclusive of lifting, aerobic activity, stretching, refereeing, and bending in a Club setting for extended periods as well as standing for long periods of time.

The work environment is in a club environment and includes interaction with children ages 6-18 and can be noisy at times.



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

- Four-year degree from an accredited college or university, or equivalent experience.
- Demonstrated ability in working with young people, parents, and community leaders.
- A minimum of five years' work experience in a Boys and Girls Club or similar organization planning, and supervising activities based on the developmental needs of young people, or equivalent experience.
- Thorough knowledge of recreation and youth development theory
- Multi-task planning and coordination
- Ability to deal effectively with any coach, parent, volunteer, or member problems as they relate to athletics or sports, fitness, and recreation.
- Experience in facilities management of gym, athletic field, and equipment areas.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Good written and verbal communication skills
- Attention to detail
- Strong customer relations skills

### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

### **ACKNOWLEDGMENT**

I have received a copy of my job description from the Boys & Girls Club of Hall County, Inc., which includes expected personnel guidelines. I have read, understand, and agree to all provisions of these policies and guidelines as they currently exist, and as they may be changed or modified in the future by the Boys & Girls Club of Hall County, Inc. I further understand that this is not a contract of employment and does not confer any rights of continued employment and that my employment is at will.



**BOYS & GIRLS CLUBS**  
OF LANIER

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**Signed by:** \_\_\_\_\_  
Employee Date