

JOB TITLE: Athletic and Facilities Director

DEPARTMENT: Athletics/ Facilities

REPORTS TO: Executive Director

SALARY: \$35,000 - \$42,000 (Full-time/Exempt) includes full benefits upon completion of probationary period.



JOB DESCRIPTION: The Athletic and Facilities Director (AFD) is responsible for providing leadership in athletic programs, facility management, equipment management and staff development. The AFD is responsible for the development, planning, delivery/implementation and evaluation of the athletic programs and related work as assigned. The AFD is an integral part of the Leadership Team and responsible for assisting with all community engagement and fundraising events as well as new organization initiatives.

DUTIES & RESPONSIBILITIES:

- Athletic Program Management
 - Develops and manages publishing of an annual calendar for all Lebanon athletics
 - Maintains annual calendar of Lebanon athletics – including adjustments and updates
 - Markets programs through a variety of sources including social media, school fliers, school posters and offices, and traditional media
 - Provides excellent customer service and communication with parents – including season timelines, expectations, etc.
 - Holds parent meetings for every sport – orienting parents to what they can expect during the season
 - Plans and holds a mandatory coaches clinic for every sport – provides guidance on practice content, education related to suggested practice format, information regarding timelines, etc.
 - Maintains Lebanon Athletics on Sports Engine and monitors BGCGS website for accuracy
 - Secures sponsorships for all teams and leagues
 - Works with community partners to plan and present athletic clinics during vacation periods etc.
- Administration - the AFD is a member of the administrative Leadership Team and duties generally include implementation of athletic policies and procedures, while assuring understanding and adherence of all athletic staff and volunteers.
 - Prepares annual athletic budget for presentation to Executive Director
 - Responsible for monthly review of budget vs. actual
 - Equipment and supplies are ordered, maintained and stored to assure efficient function
 - A background check is completed on every volunteer prior to their participation
 - Communication between the AFD, parents, and coaches is of highest priority (response time of no more than 24 hours, etc.)
- Safety, Program Quality and Policy Enforcement - the AFD provides guidance to parents, coaches, users of the facility, and athletic staff/volunteers to ensure:
 - Positive and respectful relationships exist between staff, coaches, parents and officials
 - Standards of conduct and rules are discussed in coaches meetings
 - Behavioral incidents of coaches and team members are recorded and addressed
 - Proper tracking and recognition of sponsors, including communication of team schedules, coach contact information, and delivery of thank you gifts
 - Athletic equipment organized, kept in good repair and replaced when necessary
 - Coaches are instructed on proper use of athletic equipment and complete necessary safety training
 - Equipment maintenance is performed promptly
 - Regular safety checks are scheduled to identify potential hazards
 - Regular supervision of athletic events is done to ensure program quality and safety
 - Participates as a member of the BGCGS Safety Committee (mandatory attendance at meetings)
 - Athletic venues such as off-site baseball/softball fields are maintained appropriately

- Facilities Management – the AFD oversees and assures timely upkeep, repair and safe utilization of buildings, program equipment, and vehicles. Areas of emphasis include:
 - Development of, and adherence to daily, weekly, monthly and seasonal maintenance procedures by staff and contractors
 - Prompt responses to emergent repairs, modifications and replacement
 - Ongoing safety assessment and risk management / prevention
 - Seasonal/annual Board/staff/partner inspections, followed by development of corresponding action plans, capital budget development and follow through
 - Supervision of maintenance staff
 - Budget preparation and management

- Community & Partner Relations – along with the rest of the Leadership Team, the AFD serves as a primary contact person for BGCGRS, particularly as it relates to the organization’s services. This can include:
 - Representing the organization when appropriate / directed
 - Developing and managing collaborative partnerships
 - Establishing and maintaining mutual high impact athletic programs and events
 - Ensuring BGCGRS responsiveness and responsibility to partnerships for joint planning, implementation, evaluation, reporting
 - Staffing and managing Lebanon Athletics Advisory Group

SKILLS/KNOWLEDGE REQUIRED:

- Previous work experience in a Boys & Girls Club athletic program or similar organization setting
- Previous experience working with children, parents and community partners
- Strong communication skills both oral and written
- Able to work well with others as well as independently
- Ability to step into a team environment where staff support one another in the delivery of programs and activities related to the organization mission
- Will be required to perform duties with minimal supervision and must utilize previously established procedures and guidelines as a guide
- CPR and First Aid Certifications, and Oregon Food Handler’s Certification (Must be acquired within first 30 days of work)

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Active environment that requires employee to be on their feet for hours at a time
- Frequent lifting and moving of large sized objects
- Must be physically capable of working for long periods of time in inclement weather

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job

To Apply: Please submit resume, answers to attached questions, and cover letter to Kris Latimer, Executive Director at kris@bgcgrsantiam.org

Please provide succinct answers to the following three questions. Answers should not exceed 200 words/question.

1. Would you rather receive an A as an individual or a B as a part of a team and why?
2. We want to ensure that we provide every employee with the right set of motivators. Please list the top three factors that you have found best motivate you on the job. Please list them in their descending order of importance to you.
3. If we were to make you an offer, we'd obviously want it to meet your needs, that requires knowing what factors you will use (i.e. pay, job duties, fit with your manager, levels of responsibility, etc.) to determine if this position is right for you. So if you had a choice between two offers for your next job, please list the top three factors that you would use to evaluate and accept the job opportunity. Please list them in descending order of importance to you.