



Athletic Director Job Description

- Purpose:** The Athletic Director position is responsible for working with the Health & Wellness Director to create safe and quality programming for youth and adults in our community.
- Responsible To:** Health & Wellness Director
- Compensation & Benefits:** \$40,000 (Non-Exempt)
- The full-time position has a flexible, hybrid schedule with some weekends and evenings as program requires.
 - Holidays & Birthday Paid Time-Off, 15+ Holidays
 - The employee will receive vacation, personal, and sick days.
 - Employee Assistance Program (EAP);
 - Counseling, Financial Planning, School Aged Childcare, Health & Fitness Support
 - Employer-Sponsored Health Insurance
 - Comprehensive Medical, Dental, Vision, Disability, Life Insurance, & 401K
 - The medical premium is paid by employer.
 - Professional Development
 - Child Youth Care Credentialing, CPR/First Aid, ACES, Trauma Informed Care, Developmental Assets & Relationships
- Qualifications:**
- Communication Skills:** Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences. Effective facilitation skills. Should be able to facilitate group discussions. Attention to detail. Should be able to develop accurate written materials. Action orientated. Should be able to follow up on feedback to ensure positive outcomes.
- Education & Experience:** Bachelor's degree from four-year college or university; or equivalent experience. Must pass a criminal background check. CPR/First Aid certified and Child Youth Care Credential. Must have or be willing to obtain.
- Technical Skills:** The ability to facilitate a team of diverse staff. Budgeting skills. Program planning and development. Leading difficult conversations with all ages of people, staff, parents and children ages of 5-18. Ability to effectively present information to top management, public groups and/or board of directors by proxy.

Essential Duties:

- Ability to plan and implement a wide variety of athletic programs as well as special events and activities
- Ability to work with adults and parents to foster positive role models for youth
- Hire, train and supervise staff and volunteers following company policy and procedures.
- Assist program budget tracking and planning
- Maintain safety and accountability in line with FFY policy and procedures.
- Plan and develop programming both national, local and grant based.
- Ensure Athletic program standards internally in collaboration with Boys & Girls Club and Columbus Youth Camp.
- Ensure that program participants are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
- Ensure the evaluation of Athletic programs on a continual basis and ensures programs/activities/schedules/structure respond to member needs and address their gender and cultural diversity.
- Ability to manage difficult and/or inappropriate behavior among participants and parents
- Ability to work well as a member of a team
- Must possess excellent verbal and written communication skills
- Must have excellent organization skills
- Must possess a valid Indiana driver/s license and a good driving record

Competencies:

Attendance/Punctuality: Demonstrates reliability by regularly arriving to work on time and by taking breaks in expected periods. Communicates regularly with supervisor. Requests time off according to policy.

Customer Service: Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

Diversity, Equity, Inclusion and Belonging: Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

Initiative: Prioritizes and plans assigned activities; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

Organizational Support /Ethics: Demonstrates support for Foundation For Youth's Mission and Vision; Follows FFY policies and procedures.

Safety and Security: Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team-oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.

Resume:

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