



Position Description

TITLE: Athletic Program Manager
DEPARTMENT: Management
CLASSIFICATION: Exempt/Full-time
REPORTS TO: Education Director

Summary

This middle management full time year round position works under the supervision of the Education Director. The position requires a minimum of 40 hours per week. Duties include: the planning, development, implementation, supervision and evaluation of all athletic programming and activities; athletic facility (fields; courts; Paddle Hut; Annex) and equipment maintenance; direct program instruction (tennis & paddle clinics); establishing and maintaining strong relationships with community partners. The Athletic Program Manager also identifies and supervises athletic staff, volunteers and contract personnel. The Athletic Program Manager works in conjunction with the Education Director to develop and maintain the Athletic division's budget, meeting set goals, identifies resources and promotes the advancement, expansion and excellence of all program offerings. This position is a key member of the COMO Team and required to provide support for all COMO fundraising efforts as assigned. The position is directly responsible for maintaining current and introducing new innovative athletic programs for all ages. Given the nature of this position, some evening and weekend hours will be required.

Essential Functions

- Maintains a team philosophy promoting and embracing the FISH Philosophy.
- Promotes and maintains a standard of excellence in all programming.
- Identifies and utilizes best practices relevant to the specific population being served.
- Assists with the development of the annual Athletic budget; meets and exceeds financial goals.
- Assists with all organizational fundraisers as assigned.
- Actively pursues and administers varied Athletic sponsorship funding sources.
- Demonstrates innovative approaches regarding the growth and promotion of the Athletic division.
- Develops the Full Service Plan for all Athletic programs and activities.
- Develops, implements and evaluates program goals and objectives consistent with the organizational mission.
- Works in conjunction with the Education Director to develop athletic program policies, utilizing best practices.
- Works in conjunction with the part-time Athletic Manager who oversees: Basketball; Soccer; Futsal; Karate; and the seasonal management of duBois Beach
- Coordinates the registration process for all assigned Athletic programming, working collaboratively and proactively with front desk personnel.

- Plans, develops and oversees assigned adult and youth sports programs; identifies/hires proper personnel, score keepers and officials; prepares league rules, code of conduct; coordinates scheduling; maintains effective communication with participants and personnel; oversees expenditures; secures equipment and supplies.
- Provides the Development Team with timely and informative marketing information regarding all components of assigned Athletic division programs, activities and resources.
- Provides timely information and monitors the Athletic program content and sponsorship information on the organization's website to be updated by the Development Team.
- Develops and maintains positive relationships with colleagues and subordinates.
- Develops program curricula to ensure that effective and successful developmentally appropriate programming is provided to all participants.
- Designs and implements weekly Athletic programming within the Education Division's COMO Kids and Preschool programs.
- Researches, develops and administers inclusive programming.
- Maintains programming data, generate reports and conducts statistical analysis to monitor the fiscal health of all athletic programs.
- Identifies, coordinates, evaluates and maintains effective communication with contract program personnel and community partners.
- Maintains an effective communication network with colleagues, school administrators and personnel, as well as, with local, state and regional partners.
- Serves as back-up sports official and performs all functions of part-time and seasonal personnel as necessary.
- Recognizes and performs other related duties which need to be performed, although not directly assigned.
- All other duties as assigned.

Qualifications

Education: A minimum of a Bachelor's Degree in Sports Management, Physical Education or related field is required.

Experience: A minimum of 3 to 5 years work, sport and leadership experience within varied athletic settings is required; Experience teaching tennis and paddle tennis to all age groups.

In addition to these basic educational and experience requirements the following competencies and skills are necessary to perform this job successfully:

- Basic understanding of current practices in the delivery of Athletic programs.
- Certifications as a tennis and paddle instructor.
- Basic knowledge of safety protocols in an athletic setting.
- Basic knowledge of athletic program development and implementation best practices.
- Ability to work effectively with supervisors, colleagues, subordinates and partner organizations.
- Ability to provide leadership and direction.
- Ability to work unsupervised and to give direction to personnel under direct supervision.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Proficiency with the use of a computer including Microsoft office word, excel, power point and publisher software programs.

- Ability to identify and resolve problems in a timely manner by gathering information skillfully and developing alternate solutions.
- Ability to maintain confidential information.
- Possesses strong organizational and time management skills, meeting commitments.
- Ability to work within approved budgets, developing and implementing cost-saving measures, conserving organizational resources with a desire to contribute to profit and revenue.
- Displays professionalism in all situations, representing the organization in a consistently positive manner, reacting well under pressure and treating others with respect and consideration regardless of their status or position.
- Demonstrates accuracy and thoroughness with a demonstrated desire to improve and promote quality; actively pursues professional development opportunities.
- Adapts to changes in the work environment easily, consistently follows instructions and responds to management direction.
- Seeks increased responsibilities and solicits opportunities to promote the success of the entire organization.
- Ability to maintain a harmonious work environment with others; respects the role of the team and supports colleagues throughout the organization.
- Must dress appropriately for the work place to promote a consistently professional image with expected frequent public contact and community outreach.
- Must possess a valid state driver's license with own transportation.
- Must have the ability to apply and obtain a public passenger license.

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