

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF NORTH SAN MATEO COUNTY

## **JOB DESCRIPTION**

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**TITLE:** Athletic Director

**SUPERVISOR:** SSF Area Director

**CLASSIFICATION:** Non-Exempt

**HOURS:** 40 hours per week (T-F, 1:00 p.m.-9:30 p.m. / Saturday hours to vary)

**LOCATION:** Orange Park Clubhouse / 201 W. Orange Ave, South San Francisco, CA

### **ABOUT US:**

Boys & Girls Clubs of North San Mateo County is a unique organization consisting of three Clubs and two school based programs in South San Francisco and Pacifica. Our programs are designed to expand on the school day by offering dynamic academic, social and recreational enrichment activities to members 6-18 years old. Club programs promote and enhance the development of young people by instilling a sense of competence, usefulness, belonging and influence.

### **POSITION OVERVIEW:**

The Athletic Director plans, develops, monitors and assess the implementation of athletic programs and leagues; oversees the development and implementation of new athletics programs, and athletic members; partners with external organizations such as the school district or city in coordination of programs; represent the athletics department at participation of participants into the club's school. Always striving to improve existing programs through data-driven review of how they've been going.

### **PRIMARY FUNCTION:**

Under the direction of the Area Director, the Athletic Director is responsible for all athletic outreach and delivery of athletic programs, leagues and services. This individual will be part of the leadership team that drives the overall strategy of the organization, with a primary focus on:

- Increasing athletic enrollment, attendance, and program diversity
- League development, outcome measurement and evaluation
- Leadership and Supervision of an Athletic Coordinator, coaches, referees and volunteers
- Increasing attendance and participation of athletics kids and parents into Club-wide programming on a year-round basis
- Management of the Orange Park Gym
- Management of assigned budget
- Partnership development

Additionally, the Director is responsible for overseeing implementation of grant-funded programs targeting South San Francisco youth. For further information about our programs, services and locations visit [www.theclubs.org](http://www.theclubs.org).

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

#### **League Development, Outcome Measurement and Evaluation**

- Organize and oversee three basketball seasons annually with 500+ participants
- Maintain and expand existing leagues; including indoor soccer and high school basketball
- Implement effective strategies to strengthen existing programs/leagues
- Develop innovative and exciting athletic programs, camps, initiatives and special events to meet the needs and interests of South San Francisco's youth
- Accurately measure and evaluate program outcomes, enrollment and attendance on an on-going basis and report these findings as needed
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of division participation figures, notable achievements and any problems/issues

- Work closely with Membership Coordinator to oversee member registration for athletics leagues, including members' registration, payments, schedules and daily participation
- Utilize the Club website to inform all stakeholders of registration dates, schedules, etc.
- Meet or exceed grant requirements while managing assigned athletics budget

### **Leadership, Supervision and Communication**

- Supervise and support the performance of the Athletic Coordinator
- Identify and support training and development opportunities for assigned volunteers and staff
- Provide bi-annual performance evaluations for applicable staff in a timely manner
- Recruit, train and support 50+ coaches for each season
- Recruit, train and support sufficient referees for each season
- Develop and facilitate effective coaches' meetings and clinics **before** the start of each season
- Allocate and monitor work assigned to league volunteers and referees
- Communicate (by phone, email, and in-person) clearly, regularly, professionally and in a timely manner with parents, coaches, staff, supervisor and other community members regarding league information and scheduling
- Ensure a team-based work environment by communicating effectively and positively with supervisors, colleagues and volunteers
- Demonstrate leadership to assure appropriate conduct, safety and development of youth and volunteers
- Provide a consistent variety of feedback mechanisms for youth, families and other stakeholders
- Attend BGC Leadership and Staff meetings as needed
- Serve as team lead on the Athletics Program Team

### **Gym Management**

- Be present at all athletic events/games/tournaments *and/or* coordinate appropriate gym staffing with Athletic Coordinator
- Foster an environment of positive sportsmanship in all athletic settings through visible signage and positive coaching practices
- Maintain a clean, safe and organized environment
- Maintain, inventory and coordinate ordering of sporting equipment and facilities
- Develop and uphold an "Equipment Maintenance" plan for the athletic storage
- Sweep and clean the gym at the beginning and end of each day
- Coordinate the scheduling of gym usage with BGC events, programs, leagues and community rentals
- Ensure that all necessary equipment, jerseys and other supplies are ordered in a timely fashion, through the established purchase order process, and within the approved budget
- Communicate with Area Director regarding updates, needs and concerns

### **Partnership Development and Outreach**

- Develop strategies to increase visibility of athletic programs, leagues, services and activities to the community
- Develop strategies to increase visibility of the Club-wide programs and activities to the athletics community with a goal of increasing enrollment and participation in Club-wide programs
- Implement outreach strategies to increase enrollment, attendance, and brand visibility consistently over time
- Create and manage partnerships with outside agencies, schools, local colleges, business and corporations to maintain a constant pool of new members, coaches, referees, and other volunteers
- Create and manage a Parent Committee to increase key stakeholder awareness, engagement, participation, and partnership
- Collaborate with Development program to implement a banner and other sponsorship and volunteer programs
- Submit PR requests to Area Director to promote programming

**Additional Responsibilities**

- Coordinate with Athletic Manager to design a PE curriculum for middle/high school students from Community Day School 4x/week
- Maintain regular communication with Community Day School instructors
- Transport youth in Club or District vans as needed
- Attend required BGCNSMC and BGCA programs and events
- Assist in the implementation of Club-wide program activities, including special events
- Increase visibility of Club programs via posting of league schedules, announcements of upcoming promotions through mailings, fliers and media releases
- Provide monthly report for athletic programs
- Other duties as assigned

**SKILLS/KNOWLEDGE REQUIRED:**

- Four-year college degree in a related field
- Two or more years of professional experience in developing and overseeing large athletic leagues in multiple sports for children and youth
- Prior experience providing innovative fitness/athletic programs, including non-competitive activities with an emphasis on engaging youth in daily fitness activities
- Strong computer skills, including experience with Microsoft Word and databases
- Previous work experience with children and youth preferred
- Ability to pass Criminal Record background check
- Energy, maturity, leadership skills, strong initiative and ability to motivate youth through positive reinforcement
- Ability to engage respectfully with youth, public, parents, coworkers, etc.
- Excellent written and verbal communication skills
- CA Driver's License and clean driving record
- Bilingual in Spanish and English a plus

**TO APPLY:** Submit resume and cover letter to Human Resources at [hr@theclubs.org](mailto:hr@theclubs.org).