

# YOUTH ACTIVITIES DIRECTOR - ATHLETICS JOB DESCRIPTION



Job Title: Youth Activities Director - Athletics  
Reports to: Program Director

## JOB SUMMARY

The Youth Activities Director – Athletics leads engaging, inclusive athletic programs that keep members active, confident, and connected. This role creates a safe, high-energy environment where every member has the opportunity to participate, develop skills, and build positive relationships through sports.

## KEY RESPONSIBILITIES

### ATHLETIC PROGRAM LEADERSHIP

- Plan and lead daily athletic programs, games, leagues, tournaments, and special events.
- Develop organized sports leagues that emphasize participation, teamwork, skill development, and fun.
- Promote sportsmanship, self-control, respect, and positive competition through athletic activities.
- Improve the health and physical fitness of members through activities that develop strength, coordination, endurance, and overall wellness.
- Foster an interest in athletics and recreation that encourages lifelong participation in healthy activities.
- Ensure all members have opportunities to participate regardless of skill level or experience.
- Provide adaptive opportunities for members with physical limitations whenever possible.
- Plan and organize programs, leagues, and events well in advance.
- Publicize activities and special events through announcements, flyers, posters, and other communication methods.

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### MEMBER ENGAGEMENT & DEVELOPMENT

- Build positive relationships with members and actively engage those who may be less involved in programming.
- Create a welcoming, inclusive environment where all members feel valued and supported.
- Model healthy lifestyles, positive attitudes, good sportsmanship, and appropriate behavior.
- Teach teamwork, leadership, responsibility, perseverance, and character through athletic programming.
- Ensure activities are conducted in a safe, caring, and inclusive manner.
- Prevent the use of athletics or recreation activities to intimidate, bully, exclude, or negatively impact other members.
- Establish constructive social habits and attitudes through adherence to rules, self-control, respect for others, and personal responsibility.
- Serve as a positive role model in all interactions with members, staff, volunteers, families, and the public.

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### PROGRAM OPERATIONS & ADMINISTRATION

- Complete monthly calendars, injury reports, and required documentation accurately and on time.
- Maintain records of athletic events, leagues, tournaments, participation, and special programs.
- Ensure adequate supervision of members through effective positioning, established routines, and volunteer utilization.
- Report injuries, incidents, and concerns promptly according to Club procedures.

- Participate in the Club transportation program.
- Communicate effectively with staff, families, volunteers, and community partners.
- Meet regularly with the supervisor to review goals, progress, and program needs.

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#### **FACILITIES & EQUIPMENT SUPPORT**

- Perform routine housekeeping tasks to maintain clean, organized, and safe athletic spaces.
- Ensure equipment is properly maintained, stored, inventoried, and ready for use.
- Conduct regular inspections of athletic equipment and report concerns promptly.
- Secure athletic facilities, equipment rooms, and storage areas when not in use.
- Report maintenance and safety concerns promptly to appropriate staff.

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#### **BUDGET & PROGRAM SUPPORT**

- Collaborate with the Program Director to prepare and manage the athletic program budget.
- Follow established purchasing policies and procedures.
- Build and maintain positive relationships with community partners, coaches, officials, and volunteers.
- Recruit, train, support, and recognize volunteers assisting with athletic programming.
- Assist with Club-wide events and activities as assigned.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent.
- Education and/or experience in athletics, recreation, youth development, or a related field.
- Minimum one year of experience working with youth.
- Broad knowledge of team and individual sports.
- Basic proficiency with Microsoft Office applications.
- First Aid and CPR certification (or ability to obtain).
- Valid driver's license and ability to qualify for a commercial driver's license (CDL).

#### **KEY SKILLS & COMPETENCIES**

- Strong leadership and group management skills.
- Excellent communication and interpersonal skills.
- Ability to motivate and engage youth of varying ages and abilities.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving and decision-making abilities.
- Professional judgment, discretion, and maturity.
- Ability to build positive relationships with youth, families, staff, volunteers, and community partners.
- Demonstrated ability to connect positively with children of all ages.

#### **PHYSICAL REQUIREMENTS**

- Ability to lift, carry, and move equipment and supplies (10–75 lbs.).
- Ability to stand, walk, run, bend, squat, kneel, and participate in athletic activities for extended periods.
- Good hand-eye coordination and manual dexterity.
- Ability to work indoors and outdoors in varying weather conditions.
- Comfortable working in active, fast-paced, and noisy environments.

## WORK SCHEDULE

- Full-time, hourly non-exempt.
- Daytime hours during summer months.
- Afternoon and evening hours during the school year.
- Occasional late evenings, special events, and Friday evening programming.

## ACKNOWLEDGMENT & EMPLOYMENT TERMS

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an 'at-will' basis. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State laws.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_