



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Full-time Athletic Director

DEPARTMENT: Athletics

REPORTS TO: Senior Director of Program Operations

TYPE OF EMPLOYMENT: Full-Time, Salaried

COMPANY DESCRIPTION:

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children aged six weeks to eighteen years old. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the youth we serve with caring mentors and role models.

PRIMARY FUNCTION OF THIS ROLE:

The Athletic Director is responsible for overseeing the planning, development, implementation and evaluation of the sports and recreation programming for all Club members between grades K-12. The Athletic Director focuses on programming specific to Health and Life Skills, Sports, Fitness, Recreation and Character and Leadership Development. Overall Club member wellness, leading sports and games, relationship building, healthy competition, and program design are key elements of this role. The Athletic Director will focus on building out sports teams programs (to include Basketball, Wrestling, etc.) which will entail managing budgets, program outcomes, volunteers, etc. This role will oversee a part time Athletics Coordinator.

KEY ROLES (Essential Job Responsibilities):

As the Boys & Girls Club of Greater Nashua Athletic Director, your responsibilities include:

- Organize and direct a variety of structured internal and external athletic programming and leagues on seasonal and year-round basis such as: football, basketball, volleyball, wrestling soccer and baseball
- Develops, implements and evaluates Sports & Recreation related quality programming and activities to achieve specific goals and outcome measurements
- Develops and maintains a safe, positive climate and environment within program space.
- Provides written documentation of program implementation and evaluation

- Tracks member participation in assigned program areas and documents results and progress of members.
- Communicates the philosophy, objectives, standards, and programs of the Boys & Girls Club, through all methods available, to members, their parents, and the community.
- Implements and participates in programs, projects, and special events within the Sports & Recreation core service area.
- Implements National Boys & Girls Club curriculum, and programs projects, and other events within core service areas.
- Supervises staff and volunteers to achieve specific goals and outcome measurements.
- Manage athletic sports teams to include: Marketing, roster generation, program outcomes, volunteer recruitment, and budget tracking.
- Encourages emotional, social, and educational growth of individual members.
- Must participate in required trainings by the Boys & Girls Club of Greater Nashua as well as Boys & Girls Club of America.
- Attends Core Area meetings and effectively utilizes support from the Program Support Team.
- Provide a safe environment for all Club members, staff, volunteer coaches and families
- Manage and request all supplies, materials, and support in a timely manner
- Maintain a clean, well-organized working environment

REQUIRED:

- Bachelor's Degree in a sports, fitness & recreation related field or equivalent work experience is mandatory.
- Minimum of two year' experience in an after school or youth development program setting
- Ability to coach and engage children
- Bilingual preferred
- Excellent oral and written communication skills; including the ability to speak and write effectively
- Ability to build and maintain relationships with members, coworkers, etc.
- Must pass a background check

COMPENSATION:

DOE

DISCLAIMER:

The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

JOB TYPE:

Full-Time

SCHEDULE:

Summer, School Vacation & Select Holidays: 8:30 AM-5:30 PM.

School Year: Monday – Friday – 11 AM – 8 PM.

**Schedule may vary to accommodate weekend work required for sports teams games/tournaments. Changes to be mutually agreed upon with Athletic Director and supervisor.

ABILITY TO COMMUTE/RELOCATE:

Nashua, NH 03060: Reliably commute