

CITY OF WALHALLA POSITION DESCRIPTION ATHLETIC DIRECTOR

GENERAL PURPOSE

The Athletic Director is responsible for the planning, development, coordination and supervision of all municipal athletic and recreational programming for the City of Walhalla. This position provides leadership and oversight of recreation staff, athletic facilities and community programming, including operations at the Walhalla Community Center.

The Athletic Director ensures the delivery of high-quality, inclusive and well-organized athletic programs while maintaining fiscal responsibility, regulatory compliance and positive community relations.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

Supervises Recreation staff, including full-time, part time, contracted or seasonal personnel and program volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop and oversee a comprehensive citywide recreation program including youth and adult athletics programs, instructional programs, clinics, camps and special events.

Recruit, train and supervise volunteers, coaches, game officials/referees, instructors and program staff.

Oversee and order athletic equipment inventory, uniforms, office supplies, etc.

Coordinate practice schedules, game schedules, tournaments, special events and facility usage.

Ensure facilities are safe, clean and properly maintained.

Coordinate field/court preparation for games.

Maintain accurate records, including participation data, incident reports and create reports, as requested.

Oversee daily operations of the Walhalla Community Center and associated athletic facilities.

Develop staff schedules and assign responsibilities to ensure efficient program delivery.

Develop and enforce safety policies, procedures, and risk management practices.

Manage program budgets, revenues and expenditures in accordance with City policies.

Oversee program registration processes, including online and in-person registration systems.

Handle and account for all program-related revenues, including cash handling, deposits and reconciliation.

Prepare and process invoices, purchase orders and payment requests.

Monitor program performance and recommend fee structures and cost recovery strategies.

Promote programs through marketing, social media and community outreach efforts.

Maintain positive relationships with participants, parents, city departments, schools, civic organizations and community partners.

Address public inquiries, concerns and conflict resolution in a professional and timely manner.

Research, develop and submit applications for funding and sponsorships for athletics programs and grant management.

Identify and pursue potential community partners, organizations and individuals for program sponsorships.

Prepare and present funding requests to the Walhalla Parks, Recreation and Tourism Foundation.

Perform other duties as assigned.

PERIPHERAL DUTIES

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Parks and Recreation, Sports Management, Public Administration, or related field preferred

Minimum of three (3) to five (5) years of experience in recreation programming, athletics administration or a related field, including supervisory experience.

Equivalent combination of education and experience may be considered.

Preferred Qualifications:

Certified Parks and Recreation Professional (CPRP).

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of recreation program planning, athletic league management, and community services.

Strong organizational and multitasking abilities.

Proficiency in budgeting, financial tracking, and cash handling procedures.

Ability to supervise and motivate staff and volunteers.

Excellent communication and public relations skills.

Ability to resolve conflicts and make sound decisions under pressure.

Familiarity with Rec Desk (recreation management software and registration systems) preferred.

Safety practices and procedures for park operations including occupational hazards and standard safety procedures.

Coordinate, analyze, and utilize a variety of reports and records.

Communicate effectively, verbally and in writing.

Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Work independently, exercise effective judgment and professional thinking.

Prioritize workload and manage time efficiently, meet deadlines and complete assignments in a timely manner.

Successfully complete time-sensitive and/or high-profile projects through collaboration, consensus and creativity.

Utilize a variety of communication and interpersonal skills to interact successfully with people at several levels inside and/or outside the organization.

Read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Write and interpret contracts, business agreements, speeches, proposals, sponsorships, public and business presentations, social media posts, news releases, video and radio scripts web content, vendor policies, and compose emails in a clear and professional manner.

Operate City vehicles, including automobile and utility vehicle.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

CPR, First Aid, and AED certification (or ability to obtain within six (6) months of hire).
Ability to work evenings, weekends, and holidays as required.

TOOLS AND EQUIPMENT USED

Personal computer including word processing software; calculator, copy and fax machine; phone; mobile or portable radio; lawn mower: line marker; grass seeder; related field equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/ or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Work is performed in both office and outdoor environments, including athletic fields and recreational facilities

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and the needs of the employer and requirements of the job change.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/ supervisor is responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

Disclaimer

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The City of Walhalla reserves the right to modify duties as necessary.

The City of Walhalla is an equal opportunity employer.