

Recreation: Athletics

I. Position

Athletic Director (11.1)

II. Related Titles

Director of Athletics

III. Job Summary

Manage all athletic facilities and personnel

IV. Job Tasks (Duties)

1. Selects, trains, supervises and evaluates all personnel assigned to the Athletic Department
2. Oversees all athletic activities
3. Oversees the retail sales operation of the Athletic Department
4. Coordinates the purchase of departmental supplies and merchandise for resale
5. Accounts for member charges, locker rental records, payroll information, and maintenance and engineering work
6. Oversees facilities and equipment to ensure safety, cleanliness and good working order
7. Ensures that all applicable daily reports are completed correctly
8. Responsible for fitness testing and health screening to properly assess the health status of fitness area users
9. Inspects locker areas and maintains supply of towels
10. Contributes articles for club's Newsletter
11. Initiates community-wide presentations about fitness, wellness, and health-related topics
12. Assists departmental management staff in implementing club policies, goals, operating procedures and standards
13. Attends management and staff meetings
14. Plans all programs according to monthly/yearly calendar
15. Pursues continuous development and education for himself/herself and for subordinates to enhance image, quality and offerings
16. Prepares and monitors operating and capital budgets; takes corrective action as necessary to help assure that budget goals are attained

V. Reports to

General Manager

VI. Supervises

Swimming Pool Manager; Health and Fitness Director; Locker Room Manager