



**Job Title:** Athletic Director/Summer Camp Co-Director

**Description:**

Direct, coordinate and supervise all existing sports programs and implement new programs for youth, teens, adults and senior adults. Plan, promote oversee registration process, recruit, train and conduct background checks and Safe Sanctuary program on all coaches, schedule facilities, practices, games and officials as needed, order equipment, uniforms, trophies and team pictures. Oversee player evaluation process, team draft, etc. to ensure parity throughout each league. Candidate must communicate effectively with all players, coaches, parents and officials regarding league rules, regulations and code of ethics as it applies to each sport, as well as rainouts, changes in schedules and planned special events. Candidate will coordinate in house adult leagues as well as contracted leagues through other organizations. Recruits, hires, trains, supervise and evaluate subordinate employees and volunteers and schedules accordingly. Candidate will prepare annual operating budget for all athletic programs and will be responsible for managing revenues and expenditures to meet department objectives and goals.

In addition to directing all athletic programming, this position requires the candidate to co-direct the center's summer day camp program called Camp Quillian. The Summer Camp Co-Director will assist with all responsibilities leading up to camp as well as assist with the day to day management of camp programs and activities. Responsibilities include hiring, training, scheduling, evaluating and managing camp counselors, specialty camp instructors, concession workers and C.I.T.'s. Assist with ordering camp equipment, supplies, shirts, bags, etc. Candidate must have knowledge in programming daily activities, games, special events and maintain camp accreditation standards set forth by American Camp Association.

**Qualifications:**

Bachelor's degree in Parks and Recreation, Education or Sports Administration preferred. Candidate **must** be well grounded in their Christian faith and seek opportunities to minister to members and guest. Good communication and organizational skills required. The ability to express ideas clearly, work independently at times, yet to be able to collaborate with team members is needed. The position requires the exercise of judgement, decisiveness, initiative and discretion based on knowledge of First Methodist Church policies and procedures. Knowledge of principals and methods of camp leadership of community recreation, program planning, promotion, implementation, operation and evaluation a must. Candidate must be proficient in Microsoft Word, Excel and Publisher and should have current First Aid, CPR and AED certification or willingness to obtain within six weeks of hire. A valid Texas driver's license and the ability to drive a 14 passenger bus required. The position will require the candidate to submit to standard background check, FBI finger print and the completion of the Safe Sanctuary program.

**Salary/Benefits:**

Salary commensurate with experience.

Position offers benefits to include: medical, dental, vision, pension, life, short term/long term disability and paid time off

**Apply to:**

Quillian Recreation Center, Attn: Tom Gaden, [tgaden@quilliancenter.org](mailto:tgaden@quilliancenter.org), 713-458-4705