

Job Description
Athletic Director
Bay Area Outreach & Recreation Program (BORP)

Reports to: Executive Director

Status: Exempt, Full-time

Hours: Regular weekend and some evening hours required

BORP provides life-changing adaptive sports recreation experiences to individuals with disabilities. Participants gain confidence, build self-esteem and strive for independence leading to an enhanced quality of life. BORP is a year-round destination for adaptive sports that aims to provide participants with the highest quality experiences. We envision a future when everyone has access to a full spectrum of sports and recreation and enjoys the benefits of these activities. The Athletic Director is responsible for the management and continuing development of BORP's adaptive sports programming for individuals with physical disabilities and visual impairments. The position will be a member of BORP's senior management team.

Programmatic Responsibilities:

- Oversee and manage all adult and youth sports programming at BORP
- Develop and execute an annual operating plan for sports programming
- Supervise, and collaborate with, the Youth Sports Coordinator
- Recruit and supervise coaches, instructors and volunteers for adult sports programming
- Secure program facilities and maintain program equipment inventories
- Act as agency liaison for various sports teams, leagues and associations
- Work with the Transportation Manager to coordinate transportation for program activities as necessary
- Work with participants and community organization to identify programming needs
- Pursue strategic alliances with nonprofits, businesses, facilities, and organizations to further growth of programs
- Plan, publicize and coordinate program trips, tournaments and activities
- Provide assistance in researching and developing new funding sources for the program

Outreach and Community Relations Responsibilities:

- Working with other program managers, spearhead a vigorous, on-going outreach program
- Work with agencies and individuals to reach new participants and expand programs into underserved communities
- Assist in planning and coordination of special agency events and activities
- Act as spokesperson for the program

- Prepare outreach materials, periodic program reports, activity updates and articles for the newsletter and website;

Administrative Responsibilities:

- Assure maintenance and updating of program database files
- Prepare program budget, travel documentation, newsletter information, attendance records, participant forms, timesheets, etc;
- Assist Executive Director in preparation of reports for funding agencies
- Other duties as assigned by the Executive Director

Desired Experience/Skills/Certifications:

- Bachelor's degree in a related field of study
- 3+ years of leadership and management experience supervising staff, planning, and coordinating recreation and/or sport programs
- 5+ years of experience working with individuals with disabilities
- Education and training in leadership & management
- Experience with various technology platforms including Google Suite, Neon CRM, Adobe Suite
- CPR/First Aid certifications
- Demonstrated ability to take initiative, think creatively and work collaboratively and independently

Essential Job Functions:

- Excellent written and verbal communication skills
- Excellent interpersonal communication skills
- Ability to participate in and facilitate recreation activities
- Ability to get along with others
- Ability to operate under stress when necessary
- Ability to prioritize and execute multiple tasks on or before deadlines and on budget

Compensation

This is a full-time (40 hours week), exempt position; competitive salary DOE, with excellent benefits package including health/dental/vision insurance, Simple IRA with employer match, three weeks' vacation and sick days.

To Apply

Send cover letter and resume to rick@borp.org. In the cover letter make a strong case for your qualifications and experience as they pertain to this job description.

Resumes will be accepted until the position is filled. Qualified candidates selected to proceed in the process will be contacted directly by our staff to schedule an interview. No phone calls will be accepted.

BORP prohibits discrimination in the recruitment and hiring of employees on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.