



## Athletic Director Job Description

*Sportable's Mission is to create opportunities and transform the lives of those with physical disabilities and visual impairments through sport.*

**Job Description:** Sportable is seeking a highly motivated, energetic individual to join their team. The Athletic Director position will be a key member of the Sportable staff with a responsibility of managing all aspects of Sportable sport programming, and providing strategic input with respect to programming growth and operations. The ideal candidate will have excellent leadership skills with the ability to lead and mentor a dynamic team of Program Managers; will build a team environment centering on open communication, supportiveness, and enthusiasm; will be a relationship builder; will be detail oriented and highly organized; and will be comfortable representing the organization throughout the community and sharing their "Sportable story."

**Category Type:** This is a full time position. Some night and weekend work is required.

### **SPORTABLE Overview**

Sportable is a Paralympic Sport Club based in Richmond, VA that actively seeks to fulfill its mission of impacting the lives of those with physical disabilities and visual impairments through sport. Sportable is successful at providing a variety of sports and recreation opportunities in the Greater Richmond Community not because of any one person's efforts but because of the strength and breadth of our team.

Our team is fully committed to what we call The Sportable Way, which is defined as "enthusiasm with intention" and is guided by our values of

Integrity – Being true to our word and honoring commitments to athletes, partners, and community

Passion- Committing to work hard, stay positive, and encourage success in others

Team Spirit- The expectation that our community will enjoy a sport for its own sake, while upholding the highest standard of fairness, respect, and camaraderie

Ingenuity - Fostering an environment where athletes and volunteers are able to reach their full potential

Sportable works with over 30 community partners to provide twelve year-round adaptive sports programs to individuals, age 3 and up, living with a physical disability or visual impairment. The Sportable staff works with our athletes individually to assess programs in which they will be most successful, as well as goal setting, and works with our program coaches to create lesson plans that build on our athlete's skills. Further, the Sportable team works with many community partners to make competitive opportunities accessible for our athletes.

Sportable partners with the Greater Richmond YMCA so that Sportable athletes have year-round training opportunities and access to accessible wellness centers. YMCA staff also receives disability etiquette training and adaptive sports training as part of the partnership. Sportable also works with area schools through the Changing Perceptions in Schools Program where students are exposed to the world of adaptive sports through hands on learning during physical education classes.

## **MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION INCLUDE:**

The Athletic Director shall have responsibility and oversight for all Sportable sports programming. The primary function will be to lead the programming team in the development, planning and execution of all sport programming offered by the organization.

Supervise and lead team of Program Managers by providing direction, input and feedback with regard to day-to-day operation and long term future of all sport programs. This shall include weekly staff meetings involving Sportable programming staff, and Executive Director as necessary.

Will be committed to building a culture within programming centered on The Sportable Way.

Working with Program Managers and the Executive Director, the Athletic Director will be responsible for all elements of the programming calendar. This includes planning, scheduling and securing the necessary resources to execute programming, and promoting that final schedule to target audiences.

Oversee the quality, content and execution of volunteer training for programming volunteers.

Responsible for administrative duties that pertain to sports programming, including but not limited to: facility contracts; outcome reporting; eligibility requests; tournament paperwork; athlete, volunteer & coach files; etc.

Work with Program Staff and Executive Director to implement program audits at the conclusion of each session.

Develop budgets for sport programs and special events. Includes working with Program Managers, coaches and community partners to develop yearly program operating budgets and capital expenditure requests.

Will be the primary programming contact for the Development Staff for tracking grant deliverables and program data, assisting with grant reports, and delivering completed program evaluations. Will also be responsible for smaller grants intended to support specific programs.

Establish, maintain and cultivate personal relationships with community and national partners that are instrumental in delivering high quality Sportable programming. This includes new and potential community partners, national organizations, and governing bodies that are affiliated with the organization.

Make personal connections and cultivate positive relationships with Sportable athletes, coaches, volunteers, and other individuals that are part of the Sportable organization, helping to establish a sense of community within Sportable programming.

Any other items deemed necessary by the Executive Director or Board of Directors.

## **QUALIFICATIONS AND SKILLS**

- Bachelor's Degree of furthering education in Therapeutic Recreation, Park & Recreation, or related field, and/or at least two years experience in the field of Therapeutic Recreation or at least five years of hands on, programming experience in adaptive sports.
- Minimum of four (4) years experience in a supervisory position.
- Passion for physical activity and improving the health of individuals with a physical disability.
- Excellent interpersonal, verbal, and written communication skills with a demonstrated ability to communicate clearly.
- Strong personal initiative and ability to work independently.

- Ability to work collaboratively and productively with Executive Director, Board, staff, volunteers, and others.
- Communicate clearly, honestly, and respectfully with participants, staff, donors, and volunteers.
- Well-organized; able to manage time and people wisely.
- Strong work ethic and high degree of professionalism.
- Fluency in Microsoft Office Suite – Word, Excel, PowerPoint.
- Ability to work remotely and travel occasionally.

#### **ADDITIONAL INFORMATION**

- Competitive salary that is commensurate with experience
- Four weeks of paid vacation
- Sportable offers a benefits package for full-time employee that includes health, dental, paid time off and nine paid holidays.
- Great team work environment

For consideration, resume and cover letter with salary requirements should be sent to Wendy Bondeson at the following address or email documents to [Wendy@Sportable.org](mailto:Wendy@Sportable.org). No phone calls please.

Sportable  
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Sportable provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other characteristic protected by law.