



Jewish Community Center of Greater Albuquerque

Offers an Employment Opportunity for JCC Staff

Athletics and Recreation Director

Salary Grade: DOE

Classification: Exempt

Reports to: COO

Schedule: Full Time

Summary/Objective:

The Athletics and Recreation Director organizes and administers all aspects of athletics and indoor/outdoor recreation programs at the Jewish Community Center. This includes, but is not limited to, sports leagues (basketball, volleyball, touch football, etc.), children's athletics programs, gymnasium activities and gym rentals, and outdoor field activities and rentals. The Athletics and Recreation Director also acts as the lead JCC staff person on duty for some evening, weekend and holiday shifts. Other responsibilities could include supervision of some afterschool programs for children ages 6-18, JCC Youth Lounge, involvement in JCC Summer Camp and other school break camps, and roles in various JCC events or projects.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Athletic & Wellness Initiative:

- Lead the wellness initiative and provide oversight of staff and residents involved.
- Promote athletic and wellness throughout the organization.
- Utilize tools and resources of the wellness initiative for proper execution and compliance.
- Create and teach land/aquatic classes emphasizing strength, flexibility and balance. Provide oversight of individual training.
- Lead and provide oversight of individual athletic and wellness assessments.
- Properly execute and analyze results of athletic and wellness assessments of individuals as well as the community as a whole
- Promote and execute educational seminars on athletic and wellness.
- Orient all new members to the gymnasium and wellness initiative.
- Responsible for administration of all JCC athletic leagues.
- Implement youth and adult athletic and recreation programming.
- Manage gymnasium schedule, programs, and rentals.
- Manage use of other JCC athletic facilities, including the outdoor field.

Client/Customer Relations:

- Provide outstanding customer service.
- Monitor programming for member participation and satisfaction.
- Promote athletic and wellness continuously through participants, newsletters, campus TV station, and community events. Focus on wellness based, local demographics and needs within the community and member population.
- Promote athletic and wellness for staff.
- Provide opportunities for community outreach.
- Represent the center with involvement and attendance at off-site community events such as organizations, health fairs and other JCC events with the intent of sharing center information and procuring memberships.
- Develop, implement and evaluate marketing and retention plans in collaboration with COO to achieve membership volume goals.

Leadership and Managerial Skills:

- Serve as key member of client management team.
- Manage the f/wellness center operations, including facilities, personnel, programs and budget.
- Interface proactively with department heads, members and board members to establish athletics and wellness applications and continuum of services (i.e. activities, therapy, etc.)
- Provide a schedule that is appropriate for the community center.
- Provide Staff on Duty and building coverage responsibilities.
- Oversee all employee disciplinary and termination processes in consultation with the HR department utilizing sound human resource principles and following appropriate state and federal labor and employment laws.
- Manage and facilitate youth activities, afterschool and school break programs.
- Supervise youth lounge, lounge staff and programs.
- Provide leadership, supervision and support to the all employees in your departments.

Quality Measurements:

- Track outcomes and attendance of enrollees in the JCC and the wellness initiative and monitor programming for participation and satisfaction.
- Develop and implement measurement tools and evaluation of the wellness initiative.
- Analyze, document and track measurable outcomes and use information for further development of athletic, wellness and programs.
- Maintain a safe and clean environment.
- Attend wellness conferences and maintain certification(s).
- Maintain gym and all athletic equipment including inspections and maintenance schedules.
- Ensure compliance with all JCC policies and procedures provided for center operations to help maximize operational efficiencies and minimize any potential risks.

Financial:

- Manage the fiscal aspects of the department including budgeting, purchasing, billing and deposits.
- Develop, prepare, administer and monitor athletic and recreation budget.
- Responsible for the planning and development of fiscal year operating budgets in cooperation with COO.

- Responsible for managing center operations with strategic and operational goals within the approved operating budget.
- Contribute to all submitted monthly, quarterly and/or annual budget and statistical reports to the COO.

Collaboration:

- Work collaboratively with all JCC management teams to assure consistent provision of services and care is achieved with JCC support, collaboration and coordination.
- Assist in the development of emergency response and building safety policies including ongoing training and drills for your staff.
- Support JCC Camp programs as needed.
- Support JCC events or projects as needed.
- The ability to be flexible and accommodating as it relates to center hours, work schedules and scheduling appointments for prospects and members.
- Work with sales and marketing department to best communicate client's wellness success.
- Work together with Human Resources to ensure appropriate staffing requirements and compliance with HR policies and procedures

Working Environment:

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to a variety of extreme outside weather conditions. The noise level in this environment is very loud especially during JCC events, tournaments and other sporting events.

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. While performing the duties of this job, the employee is regularly required to stand for long periods of time, walk and perform exercise moves on land and in the water. While performing the duties of this job, the employee is required to sit, stretch, reach balance, squat, kneel or lay on the floor. Must be able to be on feet for up to one hour at a time. Must regularly lift and/or move up to 15 lbs. and occasionally lift and/or move up to 50 lbs. Specific vision abilities required including close vision, distance vision, color vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time position. Schedules are defined in the offer letter. Occasional other hours may be required as job duties demand including mandatory overtime as needed. Vacation approval may be limited during peak activity periods.

Required Education and Experience

- Bachelor's degree in exercise science, health care/athletics related field and/or business studies. Experience may be substituted for degree on a year to year ratio.
- Minimum 3 years of experience in a management position required.
- Ability to lead a team and manage multiple projects through completion with high level of organizational skill, efficiency and goal attainment.

- CPR/AED certification required within 90 days of hire.
- Must possess excellent inter-personal and communication skills, and the ability to work with members in a positive, service-based manner.
- Ability to multi-task and maintain a controlled and professional demeanor with a high level of organizational skills and efficiency.
- Proficient computer skills.
- Ability to exercise sound business judgement without supervision on human resources and administrative matters of significance.

Preferred Experience

- Experience in implementation of capital/operating budgets, human resource development, marketing, retail/membership sales, medical integration and wellness programming preferred.
- Experience managing sports leagues.
- Excellent sales, marketing, writing, presentation and tracking skills.

Other Duties

Please note this job description is not inclusive of all activities, duties or responsibilities that are required of the employee for this job. The job description is designed to include most of the duties and responsibilities of the position and activities may change at any time with or without notice. A supervisor may assign other duties to meet mission requirements of the Jewish Community Center and cooperation of all personnel is expected to carry out the mission.

The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____