

Lake Wallkill Community, Inc.

Job Description

Position Title: Sports Director

Reports to: VP, Safety & Insurance

Date Edited: 3/3/2017

I. Position Summary.

Responsibilities:

- Provide for the safety of participants in the summer sports program
- Develop a sports program for the summer season
- Deliver instruction to participants for the sport offerings
- Teach and practice good sportsmanship
- On time reporting for work, complete scheduled sessions
- Demonstrate leadership of activities

Essential Functions or Duties

II. Description of Duties

- Develop a program for the summer and review with VP, Safety & Insurance. Coordinate with other activities to avert conflicts that would detract from participation in Sports Club.
- Promote and advertise the Sports Club Program within the lake through the use of signs posted on the bulletin boards. These will include the activities that are offered and the schedule of the events.
- Insure all participants have completed a Parental Permission form and that they are filed in the Lake Office.
- Recognize and assess the varying abilities of participants in the offered sports. Provide coaching & encouragement to facilitate improvement by each individual. Design specific activities that will allow beginners the opportunity to improve.
- For team sports, insure fairness in team selections to balance abilities between the teams.
- Sports Director should come prepared for the day's events and set up the venue in advance of the scheduled start time. This should include an inspection of the venue to insure there are no unsafe conditions. Any unsafe conditions shall be immediately reported to the Lake manager.
- Sports Director has the discretion to purchase equipment and supplies that support the Sports Club up to the budget amount provided by the VP, Safety & Insurance. Purchased supplies and equipment become the property of Lake Wallkill Inc. and shall be stored in the shed behind the Clubhouse.
- All activities should be planned with the age group of participants in mind.
- Sports Director shall work with adult volunteers to administer activities related to Sports Club.
- Sports Director shall model and enforce the following rules for Sports Club:
 - Demonstrate good Sportsmanship
 - Treat teammates and competitors with respect at all times
 - Practice/play activities in a safe manner
 - Use of foul or inappropriate language is forbidden
- Sports Director shall schedule and conduct an awards night to highlight, recognize and reward Sports Club participants for their progress during the summer and the results of the Sports Club Junior Olympics.

III. Injury/Incident Reporting

- Any injuries or violation of the Sports Club Rules shall be reported to the VP Safety and Insurance on the same day of the event.
 - For injuries requiring medical attention, Sports Director shall access the nearest adult for assistance.
 - For violation of the Sports Club rules, Sports Director shall council an individual on a first offence. A second offence, at the Sports Director discretion, shall be an exclusion from a day's event. A third offence, at the Sports Director discretion will be suspension from Sports Club.

IV. Qualifications

- Some knowledge of sports and the ability to instruct others on the proper application of technique to improve performance.
- Basic First Aid helpful.

V. Physical and work condition demands of the position

- Some lifting and carrying on a daily basis, including the set-up sport venue
- Strenuous physical activity as part of participation in sports activities
- Exposure to the sun consistent with outdoor activities.