

YOUTH SPORTS DIRECTOR - JOB DESCRIPTION

General Responsibilities

- Attend all Regular and Special Board Meetings unless excused by the Board Chair.
- Meet with Board Chair prior to each Board Meeting to review Youth operational/staff/program/facility issues in preparation of Board Meeting agenda development.
- Maintain a comprehensive communications and public relations program highlighting Youth recreation activities and programs.
- Oversee any and all volunteer staff as to conduct, compliance with the Recreation District's mission pertaining to participants and program.
- Oversee the daily program operation, staff, volunteers and storage of youth recreation equipment/supplies. Maintain up to date inventory of all recreation department assets.
- Communicate to the Board through the Board chair all matters related to revenue, expenditures and programs that require Board approval.

Program Responsibilities

- Oversee and evaluate all Youth Recreation programs to ensure financial efficiency through acceptable participation levels. This covers all program activities.
- Assist in enhancing revenue through annual fundraising project(s) such as the Annual Fall Festival. The Director will participate in all of these areas.

Financial Responsibilities

- Insure the processing of all registration fees in a timely manner by forwarding all monies to the Board's Clerk for deposit. Provide all necessary paperwork with each deposit. All funds are to be deposited in a timely fashion.
- Prepare purchase requisitions for purchases excluding purchases allowed by Board policy. Provide invoices for all purchases and receipts for allowable Director credit card expenditures.
- Prepare an annual budget by working with the Board Clerk and participate in the Board budget preparation process and its objectives for the coming year.

Other

- Faithfully carry out all Board directives and policies.
- Immediately communicate as needed all program/facilities concerns.
- Provide a written director's report at each Regular Board meeting outlining current activities, participation and future scheduled activities.
- Provide data as may be requested by the Board and/or Board Clerk.

