

# Sports Director

## Job Description

The Sports Director leads and develops high-quality sports programs and activities at the MJCC. This role requires a motivated, passionate professional committed to delivering exceptional, member-focused programming that reflects current trends. The position ensures program growth, safety, member satisfaction, and retention through strong sports programming and facility operations.

## Program Responsibilities

- Oversee all aspects of the following programs and services, including planning, scheduling, budgeting, staffing, and promoting:
  - Gymnasium Supervision
  - Sports Programs and Leagues
  - Gymnasium Scheduling
  - Staffing for the Camp Sports Specialist
  - Maccabi Games & Access Delegation Head
  - Staffing P.E. for Early Childhood Department
- Develop and monitor sports and recreation programs and services.
- Analyze internal (membership) and external (community) markets to identify trends and opportunities.
- Plan, schedule, staff, budget, and promote all assigned sports-related programs.

## Administrative Responsibilities

- Partner with the Marketing Department to maximize program awareness, enrollment, and participation.
- Manage payroll, including personnel paperwork and timesheet approvals.
- Coordinate procurement for program needs.
- Oversee equipment and supply purchasing.
- Lead budget development and implementation.
- Prepare, review, and adjust departmental budget and monthly financial reports.
- Attend program staff meetings and management meetings.

## Additional Responsibilities

- Provide leadership and vision for improving existing programs and creating innovative new offerings that meet member and community needs.
- Implement promotional and retention strategies for all sports programs.
- Maintain efficient gym and facility schedules and ensure equipment is available, functional, and safe.

- Set policies, procedures, and guidelines for staff to ensure an exceptional member experience.
- Report safety hazards, unclean conditions, or malfunctioning equipment promptly.
- Supervise, train, and support assigned staff and volunteers.
- Develop and implement procedures to drive program growth, safety, satisfaction, and retention.
- Identify and resolve program issues to maintain high member satisfaction.
- Produce operational reports as needed.
- Complete additional duties assigned by the supervisor.

**Qualifications**

- 3-5 years management experience in coordinating sports and/or leagues
- Degree in Sports Management, Physical Education, or Recreation Management
- Current First Aid / CPR / AED certifications.
- Excellent verbal and written communication skills
- Ability to make oral presentations and lead large program meetings.
- Ability to analyze statistical and financial data, including pricing, margins, and marketing strategies.
- Proficiency with computers and sports-related software applications.
- Demonstrated knowledge of sports programming, equipment, planning and scheduling
- Knowledge of sports planning, control and scheduling
- Strong interpersonal and organizational skills
- Demonstrated customer service and public relations skills