

## Program Director – Job Description

**Summary:** Under the direction of the Executive Director, the Anchorage Sports Program Director (PD) is responsible for ensuring the operational success of all sports programs offered through our organization. The PD is responsible for general planning and operation of program leagues and tournaments, general marketing and advertising, managing office duties, and maintaining physical inventories. This position requires general knowledge of sports leagues and tournaments, including basic rules for the sports we offer. The program coordinator works closely with the Executive Director, providing additional support for the organization as necessary. Mostly works during the week, 9 am to 5 pm, with some weeknights and weekends.

**Salary:** \$40,000 - \$45,000 DOE / Non-exempt; salary

**Key Attributes:** Passionate about our mission; Strong work ethic, dependable, positive attitude, self-motivated, team-oriented; effective communicator, flexible.

### **Responsibilities:**

#### ***League, Tournament, and Special Event Management***

- Work directly with members who manage, coach, and/or play on program teams
- Provide guidance and direction to members who are new to programs/leagues
- Collaborate with sports councils, council presidents, and Executive Director to implement long-term vision
- Plan and coordinate program leagues, tournaments, and special events, including but not limited to the following tasks:
  - Promote and advertise programs (in line with strategic and marketing plans)
  - Oversee program registration
  - Scheduling (leagues, tournaments, special events)
  - Update league and tournament results
  - Order, maintain, and inventory equipment/supplies
  - Coordinate facility contracts and rentals as directed
  - Order league and tournament awards
  - Coordinate/schedule officials for league games and tournaments
  - Collaborate with seasonal staff to ensure facilities are properly maintained
  - Submit program reports at the end of each season for distribution to councils, executive board, and membership

#### ***Office Support***

- As a member of a team, perform front office duties as needed
- Answer phones and greet visitors, direct calls and people to appropriate staff or space, answer basic questions regarding Anchorage Sports programs
- Complete computer tasks including, but not limited to: keeping files organized, troubleshooting website or other software issues, working with support from web-based platforms to resolve issues
- Maintain office supply inventory and keep list of standard items as needed
- Process in-person payments for team fees, player fees, tournament fees, and other transactions
- Assist with special projects as needed

- Complete related tasks as requested

#### ***Executive Support***

- Provide support for the Executive Director as needed, including but not limited to:
  - Preparing agendas, packets, and resources for council and board meetings
  - Drafting, editing, and revising documents
  - Actively participating in strategic, business, and communications planning

#### ***Website, Social Media, and Newsletter Support***

- Post news articles to website, share on social media, and email to appropriate membership
- Update website and social media as directed and in line with communications plan
- Implement social media advertising and communication under the strategic plan

#### **Skills & Abilities Required:**

- Ability to reflect Anchorage Sports values in interactions and communications with others
- Communicate with members and the community with respect, compassion, and good humor
- Ability to work within a team and see the value of a team while also working in a self-directed approach on specific projects
- Strong ability to think and act strategically
- Ability to organize and prioritize work
- Ability to be self-motivated and detail oriented
- Strong commitment to both process and results
- Ability to work in a dynamic environment and to deal effectively under pressure with frequent changes in priorities, delays, or unexpected events
- Ability to exercise flexibility, initiative, good judgment, and discretion
- Demonstrated advanced oral, written, and presentation skills
- Strong commitment to a relationship-based approach to work
- Ability to project a welcoming and helpful approach to all requests for assistance or information
- Ability to treat others with respect and consideration regardless of status or position
- Ability to manage and resolve conflict in a positive and timely fashion

**Minimum Qualifications:** Previous experience working in a fast-paced office environment. Previous experience working in the customer service industry. Prior experience with nonprofit organizations and a Bachelor's degree or equivalent work experience is preferred. Experience working as a coach, official, or with athletics in another capacity is preferred. Central to success is a person who is collaborative and flexible in his or her approach to work, has a desire to provide excellent service, and is open to improving skills to support our mission.

- Willing to learn/shadow Anchorage Sports leadership
- A writing sample will be required from finalists for this position.

*NOTE: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Anchorage Sports is an at-will employer.*