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Job Title:	Executive Athletic Director	Job Category:	
Department/Group:	Operations	Job Code/ Req#:	
Location:	Long Beach, CA	Travel Required:	None
Level/Salary Range:	Volunteer Position	Position Type:	
HR Contact:	Cynthia Brannon	Date Posted:	April 2, 2025
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until Filled

Applications Accepted By:

FAX OR EMAIL:

Email: cynthia@letsbeplaymakers.org
Subject Line: Executive Athletic Director Role

MAIL:

Name: Cynthia Brannon
Company Name: Playmakers
Address: 174 Covina Ave
Long Beach CA 90803

Job Description

INTRODUCTION:

Playmakers is a non-profit organization dedicated to providing an opportunity for differently-abled children and adults to experience the joy of programs that others may take for granted. We are located in Southern California and offer 3 unique programs (basketball, baseball, and dance). As of today, we are staffed completely by volunteers, and growing.

MISSION, VISION, VALUES:

Our mission: Playmakers is a nonprofit organization that provides adaptive sports and recreation programs for kids and adults with developmental, cognitive, and physical disabilities in a welcoming, safe environment.

Our Vision: We envision a world where sports and recreation are accessible to all, differences are celebrated, and every individual—regardless of ability—has the opportunity to play, grow, and thrive within their communities, discovering their full potential.

DUTIES / RESPONSIBILITIES:

THE ATHLETIC DIRECTOR OVERSEES AND ENHANCES ALL ATHLETIC PROGRAMS AND ACTIVITIES AT PLAYMAKERS. THIS ROLE INCLUDES LEADING A TEAM OF COACHES, PROGRAM DIRECTORS, AND VOLUNTEERS TO ENSURE PROGRAM EXCELLENCE AND SAFETY, IMPLEMENTING PROGRAM EVALUATIONS, AND SUPPORTING ORGANIZATIONAL FUNDRAISING EFFORTS. THE IDEAL CANDIDATE WILL BE A STRONG LEADER DEDICATED TO FOSTERING A POSITIVE, INCLUSIVE ATHLETIC ENVIRONMENT THAT SUPPORTS YOUTH DEVELOPMENT AND COMMUNITY ENGAGEMENT.

1. TEAM LEADERSHIP & MENTORSHIP ○ RECRUIT, TRAIN, AND SUPERVISE PROGRAM DIRECTORS, COACHES, AND VOLUNTEERS TO ENSURE HIGH-QUALITY, MISSION-ALIGNED ATHLETIC PROGRAMMING. ○ DEVELOP AND MANAGE A MENTORSHIP PROGRAM FOR INTERNS AND ASPIRING COACHES, SUPPORTING THE GROWTH OF FUTURE LEADERS WITHIN THE ORGANIZATION.

2. PROGRAM EVALUATION & DEVELOPMENT

- IMPLEMENT REGULAR PROGRAM EVALUATIONS, COLLECTING FEEDBACK FROM PARTICIPANTS, FAMILIES, AND COACHES.
- ANALYZE DATA FROM EVALUATIONS TO ASSESS PROGRAM EFFECTIVENESS AND MAKE RECOMMENDATIONS FOR CONTINUOUS IMPROVEMENT.

3. COMPLIANCE & SAFETY

- ENSURE THAT ALL ATHLETIC PROGRAMS ADHERE TO UPDATED ORGANIZATIONAL POLICIES AND SAFETY PROTOCOLS.
- MAINTAIN AND OVERSEE FIRST AID PROCEDURES AND IMPLEMENT RISK MANAGEMENT PRACTICES TO ENSURE THE SAFETY OF ALL PARTICIPANTS AND STAFF.

4. FACILITY & LOCATION MANAGEMENT

- RESEARCH, SECURE, AND MAINTAIN SUITABLE VENUES FOR ATHLETIC PROGRAMS.
- DEVELOP AND MANAGE A MASTER LIST OF FACILITIES, CREATING LONG-TERM PARTNERSHIPS WITH VENUES THAT MEET THE ORGANIZATION'S CRITERIA.

5. FUNDRAISING SUPPORT

- WORK IN COLLABORATION WITH THE FUNDRAISING COMMITTEE TO IDENTIFY AND ENGAGE POTENTIAL SPONSORS AND DONORS FOR ATHLETIC PROGRAMS.
- ASSIST WITH SECURING GRANTS AND SPONSORSHIPS FOR FACILITIES AND PROGRAMS TO SUPPORT THE GROWTH AND SUSTAINABILITY OF ATHLETIC INITIATIVES.

6. BUDGETING & FINANCIAL OVERSIGHT

- DEVELOP AND MANAGE BUDGETS FOR ATHLETIC PROGRAMS IN PARTNERSHIP WITH THE EXECUTIVE DIRECTOR AND FINANCE TEAM.
- MONITOR EXPENSES, ENSURE COST-EFFECTIVENESS, AND ALIGN FINANCIAL PLANNING WITH ORGANIZATIONAL GOALS.

7. STRATEGIC PLANNING & GROWTH

- COLLABORATE WITH LEADERSHIP TO SET GOALS, DEVELOP GROWTH STRATEGIES, AND ESTABLISH PERFORMANCE METRICS FOR ATHLETIC PROGRAMS.
- STAY INFORMED ON BEST PRACTICES AND TRENDS IN YOUTH SPORTS AND PROGRAM MANAGEMENT, IMPLEMENTING IMPROVEMENTS TO ALIGN WITH THESE DEVELOPMENTS.

QUALIFICATIONS AND EXPERIENTIAL REQUIREMENTS

- A passion for sports, fitness, and youth development is a wonderful foundation for this role, helping foster an enthusiastic and supportive environment for all participants.
- Any prior experience managing sports or athletic programs, or a similar field, ideally in a nonprofit setting.
- Experience leading teams or working with volunteers, even in informal settings is valuable.
- A basic understanding of budgeting or managing program expenses would be beneficial in this position.

PREFERRED SKILLS AND COMPETENCIES:

Most importantly, we're looking for individuals who are passionate, reliable, and excited to support the growth and development of our community programs. Volunteers with an interest in learning and contributing in these areas are highly encouraged to apply!

RELATIONSHIPS:

- Reports to the President/CEO
- Must be able to work well with a wide range of individuals

WORK HOURS AND WORK SETTING:

- Flexible hours
- Work from home

CALL TO ACTION AND APPLICATION MATERIALS:

Interested parties may contact Cynthia@letsboplaymakers.org for application details.

Reviewed By:	Ron Krajniak	Date:	4/1/25
Approved By:	Ron Krajniak	Date:	4/1/25
Last Updated By:	Ron Krajniak	Date/Time:	4/1/25