

# Homenetmen Glendale Ararat Chapter



## Athletic Director & Assistant Athletic Director Job Description

### Qualifications

The AD and Assistant ADs are in charge of managing all Athletics programs, including but not limited to: Basketball, Soccer, Volleyball, Table Tennis and Tennis. The AD and Assistant ADs will also be expected to develop and implement new programs into the Organization during the course of their employment. Must maintain professionalism and have strong communication, computer, organization and administrative skills. Must believe in Organization's philosophy and our mission and be willing to teach, model and implement character development values. Must be flexible and maintain positive attitude.

### General Responsibilities

To provide services to all youth and adults of our organization through quality programs which use principles in lined with the organizations long term vision and goals designed to promote the four pillars of our values:

- Sportsmanship and Mutual Respect
- Character and Confidence Building
- Fun and Family Oriented Environment
- Physical and Intellectual Growth

AO Staff members work in accordance with the organization's By-Laws and policies and procedures. All specific responsibilities lead toward accomplishment of the organization's long term goals.

The AO staff reports to the Chapter Exec Board through the [Chief Athletic Director \(CAD\)](#). The AO ultimately is expected to **collaborate** with the Exec committees in both the Basketball and General Athletic divisions comprised of:

- Youth Basketball Committee (U14)
- Young Adults Basketball Committee (14-U21)
- Adults Basketball Committee (Over 21)
- Soccer Committee
- Volleyball Committee
- Table Tennis Committee
- Tennis Committee

These committees will set strategic goals and priorities, and along with the AOL will assess performance.

### Specific Responsibilities

1. Responsible for the overall implementation of organizational and divisional policies & guidelines regarding all Athletes and Athletic activities.
2. **Attend Division Executive and subcommittee meetings.**

3. Initiate disciplinary action for coaches, players and parents. All incidents are to be reported to the AO, where an incident report will be created. With input from the committees, all actions of discipline for athletes and coaches will be the final decision of the AO. With input from the AO, all actions of discipline for parents will be the final decision of the Executive Committee and its sub committees. AO and the Committees will collaborate to enforce the disciplinary action.
4. In charge of appointing, reassigning and letting go of volunteer coaches and assistants.
  - For Basketball Only: For coaches in the Over 21 group (A divisions); The Basketball Director with the input of the Adult Basketball Committee (Over 21) will appoint, reassign and let go of volunteer coaches and assistants
5. Create lesson plans for youth sports program on a year-round basis
6. Responsible for developing strong volunteer participation through recruiting, training, supervising and evaluating volunteers for quality programs
  - Includes supervising practices, games, volunteers; making schedules
  - Managing and Assign Practice schedules
  - Conducting coach training sessions
7. Develop and implement new programs into the organization
8. In cooperation with Division Committees, assist with development of special family and youth events and miscellaneous special events as it relates to program development, public relations, membership development
9. Help ensure quality control standards and participants' safety
10. Assist with registration, attendance records
11. Follows organization's financial procedures, including purchasing procedures
12. Responsible for purchase, maintenance and use of department equipment (AD Only)
13. Assist the PR department with creating and facilitating informational material as needed for promotional and public relations use
14. Provide status reports to CAD as well as the respective Division Exec Committees.
15. Maintain up-to-date team attendance rosters, with their respective coaches and prepare reports, based on those records.
16. Monitor and convey all deadlines for upcoming athletic events
17. Plan tournaments & athletic events, when applicable.
18. Maintain & update inventory of all athletic gears & equipment (AD only)
19. Be present at Tournaments if required
20. Secure permits for outside facilities. (AD Only)
21. Monitor all athletic related correspondence.
22. Monitor all practices & enforce all polices & guidelines to be used during practices.
23. Maintain a complete First Aid Kit in the athletic office & outside facilities.
24. Collect incident reports of all athletic activities
25. Plan and supervise a variety of sports clinics, tournaments and related activities and recruiting participants for such activities (per assigned)
26. Work effectively to create partnerships with outside agencies, schools and colleges to expose members to skill-building, educational and athletic opportunities
27. All other duties as assigned