



Dublin Youth Athletics – Job Description Executive Director

PURPOSE OF POSITION:

Organize and assist in overseeing and developing all athletic events for DYA and ensure that each DYA program is carried out effectively and efficiently.

SALARY:

Range: \$55,000 - \$75,000 based on qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES:

Manage Scheduling of Athletic Programs

- ✓ Ensure athletic events are enrolled, organized, and scheduled in an efficient and timely manner.
- ✓ Relays information regarding field and road conditions as necessary to ensure safe play and travel for participants.
- ✓ Re-schedule events after rain-outs and other postponements.
- ✓ Management of concession stand, including hiring and managing staff, purchases of supplies, restocking vending machines, and removing money daily from those machines to limit losses due to vandalism.

Provide Public Relations Support

- ✓ Communicate with the schools and community about DYA programs and signups.
- ✓ Build and foster existing relationships with Dublin city and school officials.
- ✓ Work to enhance DYA's brand recognition and proudly serve as an ambassador within the Dublin Community.

DYA Financial Management

- ✓ Maintain DYA organization books daily, report monthly to the Treasurer and prepare entries for 990 IRS filing as well as other government filings as necessary.
- ✓ Prepare monthly financial statement for the board.
- ✓ Work with Program Directors to create a program budget for each sport.
- ✓ Ensure all funds generated by sports event are accurately accounted and documented.
- ✓ Work with Program Directors to ensure funds are expended appropriately.

Assist Program Directors and other Board members with Managing Volunteers

- ✓ Assist in selection process of coaches.
- ✓ Assist in recruitment of new board members and program directors.
- ✓ Assist in training/evaluation/selection of coaches for future seasons.
- ✓ Respond to disciplinary actions when required.

- ✓ Ensure all coaches and/or adults who interact frequently with DYA participants complete and maintain compliance with state mandated training (Concussion, Lindsey's Law, Background checks, Safe Sport, etc.).

Organize and conduct the sign-up process for athletic programs

- ✓ Ensure information is available to schools and public.
- ✓ Responsible for promoting DYA program registrations and the grant program via the website, social media and other means.
- ✓ Assist in determining teams and league sizes for programs.

Assist Program Directors and Supervisors of Officials

- ✓ Assist directors and supervisors in hiring and training youth officials to officiate games.
- ✓ Work with Supervisor of Officials to schedule clinics for officials to ensure they are knowledgeable in the rules and regulations of the various sports activities.
- ✓ Assist in scheduling officials' work assignments as necessary.

Other Responsibilities

- ✓ Responsible for all Website maintenance and keeping material updated.
- ✓ Ensure equipment meets safety standards and is available for every season.
- ✓ Work with Program Directors with uniform selection and ordering as necessary.
- ✓ Daily DYA email messages addressed.
- ✓ Attends monthly meetings of the board of directors. Reports to the board monthly on previous month events and upcoming events.
- ✓ Possess working knowledge of Roberts Rules of Order and knowledge of the Constitution and By-Laws for DYA to assist board members in meetings and elections.
- ✓ Maintains the corporate minute log, as statutorily required.
- ✓ Attend meetings at the Dublin School District and City facilities.
- ✓ Maintain/Organize the DYA office.

MINIMUM QUALIFICATIONS:

- ✓ Must be at least 21 years of age, and hold a bachelor's degree in related field or equivalent and have at least two years of related experience; or equivalent combination of education and experience.
- ✓ Strong organizational skills to effectively manage responsibilities.
- ✓ Ability to work independently.
- ✓ Strong written and verbal communication skills.
- ✓ Proficiency with MS Office programs (Word, Excel), data base and web-based programs, and electronic communications.
- ✓ Ability to communicate with and relate effectively to diverse groups of people from all social and economic segments of the community.
- ✓ Must complete and pass required background check upon hire and every two years thereafter.
- ✓ Must complete state-mandated concussion training immediately and keep certification current (renews every 3 years).
- ✓ Must possess a valid Ohio Driver's license and provide own reliable transportation.
- ✓ Knowledge of political landscape and DYA programs preferred.
- ✓ Dublin resident preferred.

SKILLS AND ABILITIES:

- ✓ Work independently.
- ✓ Handle multiple tasks simultaneously with frequent interruptions.
- ✓ Deal with others in a professional manner, maintain professional composure in adverse situations.
- ✓ Follow organization, school district, and City policies and procedures.
- ✓ Function as assistant secretary and assistant treasurer to the board.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is also required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50-60 pounds.

ABOUT US:

Dublin Youth Athletics (“DYA”) is an association of parent volunteers providing sports programming for kids. Specifically, DYA works with the City of Dublin Schools and the City of Dublin Parks & Rec. to provide baseball, softball, basketball, golf, volleyball and lacrosse programs to students in grades K-12 in the Dublin community. For more detailed information on the Executive Director position and to learn more about DYA visit us at www.dya.com.