

SUMMARY

The Boys Physical Department Program Director is responsible for the planning, implementation, performance and supervision of physical education programs offered to members. The incumbent will serve as a positive adult role model while promoting and encouraging participation and development in all program areas within Sarah Heinz House (SHH) and shall maintain a positive, professional relationship with members, parents, volunteers, staff and the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Sarah Heinz House Standard: *To empower all youth, especially those who need us most, to laugh, learn and lead*
- Plan, develop, organize, implement and evaluate boys' and other members' physical education programs, fitness programs, in-house and external sports leagues, and other assigned programs
- Plan all program activities, enhancing the potential for developing a sense of competence, belonging, usefulness and influence
- Design and implement age-appropriate programs that address the developmental needs, interests and characteristics of members
- Motivate and educate members to achieve fitness, improve physical skills, develop a sense of teamwork, cooperation and fair play and lead a healthy active lifestyle within and outside of SHH
- Offer and provide informal guidance, mentoring, support and resources to members regarding their choices surrounding educational, personal, physical, social, emotional, vocational and spiritual needs.
- Strive to develop positive values and ethical behavior in members through teaching, discussion and modeling.
- Maintain and evaluate member performance (attendance, attitude, leadership, service, etc.)
- Perform membership maintenance activities as required (i.e. registration, school visits, etc.)
- Develop and strengthen relationships with a broad representation of members through a variety of special programs (member sleepovers, camp weekends, spontaneous programs, etc.) and non-scheduled program times
- Inspect and maintain all departmental equipment
- Recruit, supervise, train and evaluate adult volunteers, member volunteer leaders, part-time staff and volunteer coaches within the department related programs.
- Plan and implement assigned summer (major) responsibility

- Possible summer duties at summer overnight camp in Ellwood City or at on-site summer day camp
- Support and administer policies, values and traditions of Sarah Heinz House
- Recognize members and volunteers for performance achievements and other various awards and recognitions.
- Develop, maintain and nurture positive professional relationships with parents, staff, volunteers, coaches and the community.
- Maintain close, daily contact and communication with professional staff and members to receive/provide information, discuss issues, explain or interpret guidelines, instruct and advise
- Assist Development & Marketing department as needed and as required (i.e. Bulletin, grants, etc.)
- Assist Administrative Department as needed (i.e. payroll for part time staff, expenses, etc)
- Attend specific trainings that are pertinent to the continued delivery of successful program delivery
- Attend conferences, webinars, networking opportunities, training seminars and certification courses
- Participate in developing, organizing and implementation of various special events annually
- Assure safe working environment at all times, across entire facility and programmatic spectrum
- Drive club van as needed
- Implement approved and assigned Strategic Plan and Outcome Measurement tasks and responsibilities by stated deadline
- Perform all other duties as assigned
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EDUCATION/EXPERIENCE/CERTIFICATION REQUIREMENTS

- Bachelors Degree required
- CPR/AED/First Aid certified (or attain within 30 days of employment)
- Required Clearances: FBI Fingerprint Registry Check, PA Child Abuse Registry, PA State Criminal Background Check and National Sex Offender Registry
- Current PA Drivers License

SKILL AND KNOWLEDGE REQUIREMENTS

- Program development, implementation and management skills
- Ability to develop and implement lesson plans
- Proven instructional and supervisory capabilities
- Ability to connect with children and youth

- Experience in providing informal guidance to children and youth
- Maintain current knowledge of growth and development theory and youth trends/issues
- Ability to work and collaborate across departmental lines
- Proficiency in Microsoft Windows, Word, Office, Excel and Vision software

TYPICAL SHIFT:

September - April: 3 evenings 1-9:30pm; 2 daylight 9am-5pm (Tuesday & Saturday)

May-August: 5 days - Daylight 9am-5pm

Percentage that schedule can vary from above: Approximately 25% Sept-April and 50% May-August

Frequent evening and weekend work, Travel less than 10%

TITLES OF DIRECT REPORTS

Locker Room Attendants, Open Gym Attendants, Program Volunteers, others as assigned

Job Type: Full-time, Exempt Position