



## Director of Athletics

**About the Company:** The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented, and driven by its values of Teamwork, Kids First, Resolve to be Great and Positive Family Environment

**Position Description:** The Director of Athletics serves as the primary manager of the athletics program operations of the company. As such, the Director of Athletics provides leadership, strategic direction, and plans and policies for all operations within the Athletic department. The Director of Athletics is a member of the Detroit PAL leadership team.

### Responsible for:

- Developing and implementing the vision of the Athletic Department
- Manage the athletic staff who have the ultimate responsibility for recruiting, registering, running sports leagues, camps and other programs
- Assist with improving the distribution and collection of program surveys to improve the quality of each athletic program offered
- Develop relationships and partnerships that benefit Detroit PAL and the youth served
- Create and implement new programs
- Deliver developmentally-appropriate, character-building youth sports programs to thousands of kids annually
- Develop, manage, and report on the athletics budget including expenses and registration revenue
- Keep volunteer coaches engaged in the mission of building character in young people through youth sports by determining the direction of the IMPACT curriculum
- Maintain clean and safe equipment and supplies for the sports leagues
- Secure and maintain clean and safe athletic fields and facilities for the sports leagues
- Maintain important relationships with established institutions and key constituents
- Assist with grant reporting and fund development efforts to ensure outcomes or metrics are achieved per grant requirements
- Help to set the strategic direction of the company
- All other duties as assigned.

### Requirements:

- Bachelor's Degree in Sports Administration preferred
- 3-5 years of managing a team of employees
- Minimum of 5 years of progressive experience in Sports Management or other related field
- Experience working with Detroit Public School District or Charter schools administrators including principals and athletic departments
- Strong interpersonal skills including crucial conversation and problem solving skills
- Ability to hold people accountable for excellent performance
- Flexible work schedule including evenings, Saturdays and Sundays
- Excellent organizational and communication skills as well as the ability to deal effectively with a variety of people and situations.



- Ability to communicate effectively both orally and in writing
- Proficient in Microsoft Word and Excel

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

To apply for this position, please forward your resume, cover letter and salary requirements to [HR@detroitpal.org](mailto:HR@detroitpal.org)