

# *The University Club of Washington*



## **DIRECTOR OF ATHLETICS**

**Summary:** Directs the daily operations of services of the Athletic, Fitness Center, Sage Day Spa Departments and Squash Program by performing the following duties personally or through the collaborative efforts of the Athletic department management team. Plans and implements budgets, applies relevant marketing principles to assure that the wants and needs of club members and guest are consistently exceeded.

### **Essential Duties and Responsibilities include the following:**

Responsibilities include organizing, planning, scheduling and maintaining sports and recreational activities

Athletic Director encourages sportsmanship, team effort and improvement in the overall athletic skills of club members and staff

Possess good human relations skills to facilitate positive relationships with club members, program participants, staff and volunteers

The Athletic Director hires and supervises class instructors, personal trainers, athletic center support staff and assistant managers

Develops, submits for approval and implements business growth initiative

Develops articles for the monthly newsletter

Manages member and employee relations to Club standards

Forecast operations budgets monthly and annually for all areas of oversight

Develops and oversees exercise fitness classes and their instructors

Establishes and maintains the Athletic Centers Aquatic program

Plans and executes the annual Golf Tournament

Ensure the entire staff is certified, licensed, trained and working to create a safe environment within the Athletic Center departments

Pursues continuous development and education for self and for subordinates to enhance personal knowledge, club image and quality of staff

Develops and executes comprehensive marketing plans and programs, both short and long range, to support sales and revenue objectives of the Athletic department

Establishes and maintains a consistent Club image throughout all product lines, promotional materials, and events

Work/Plan with Member Events Manager and Communications Director on special events associated with the club (onsite and off site)

Meets and collaborates with appropriate member committees to establish rule, regulations and daily operational procedures/guideline to seek feedback on activities and service

As the Squash Pro, your role is to be the subject matter expert and educate members by developing and teaching squash skills while building team work and enhancing the member experience.

Squash Pro job responsibilities include but are not limited to the following:

- Plan, Organize and Execute squash tournaments, programs and leagues
- Teach private and semi-private lessons
- Operated/Oversee the daily operations of the Pro Shop

Maintain a minimum of a 50 hour per week work schedule

Participates in other projects as requested or assigned by the General Manager

**Education and/or Experience:**

*Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.*

**Employment Benefits:**

Compensation package includes competitive salary, complete benefits including health, dental, life and 401K. Interested candidates should e-mail or fax resume with salary requirements & history to H.R. at [resume@universityclubdc.com](mailto:resume@universityclubdc.com) or (202) 296-2347.