



<b>Job Title:</b>	<b>Director, Dr. Michael and Catherine Bullock Recreation and Community Center</b>	<b>Job Category:</b>	<b>Salary/Non-Exempt</b>
<b>Location:</b>	<b>Edmundite Missions Office</b>	<b>Travel Required:</b>	<b>Yes</b>
<b>Salary:</b>	<b>\$xx,xxx.xx</b>	<b>Position Type:</b>	<b>Full-time</b>
<p><b>JOB DESCRIPTION:</b> The Director of the Dr. Michael and Catherine Bullock Recreation and Community Center is responsible for the day to day management of the Center, ensuring that internal programs and external partners are engaging with the Center in the spirit of the Missions and for the purposes for which it was intended.</p>			

**ROLES AND RESPONSIBILITIES:**

- Strategy and Planning
  - Develop and regularly update strategy for positioning the Center as a programing engine across the Missions and as a vibrant community resource for those in need
  - Develop annual goals and plans for implementation of the strategy, with associated reporting metrics
  - In coordination with the Chief Program Officer, work with Directors and Managers across the Missions to ensure that the resources of the Center are embedded in programming strategy for those whom the Missions serves
  - Identify, develop, and bring to the Senior Management Team for decision innovative ways for the Center to better serve the poor
- Management
  - Scheduling
    - Create and maintain all program schedules for the Recreation and Community Center, coordinating with the Manager of Youth and Adult Programs and other Missions managers
    - Ensure that Missions programs receive priority in facility scheduling
    - Troubleshoot and resolve any scheduling conflicts
    - Ensure gender and age equity in facility use
  - Infrastructure
    - Work with buildings and maintenance to ensure the upkeep of the building and all associated grounds and equipment
    - Liaison with equipment vendors to ensure proper infrastructure and equipment functioning at all times



- Ensure the security system is 100% functional 100% of the time
- Policies and Procedures
  - Develop and enforce policies and procedures for individual and outside use of the Center including but not limited to registration, behavior, and discipline
  - Develop and oversee policies and procedures for partnerships between outside organizations and the Center
- Performance
  - Develop comprehensive performance metrics, quantitative and qualitative, for the Center relative to its goals and the purposes of the Missions
  - Identify and maintain a subset of those performance indicators to be included in the Apricot system
  - Regularly provide performance analytics to the SMT
  - Provide a formal semi-annual and annual report to the President on Center use and program content and quality
- Programs
  - Internal Programs
    - Work with the Chief Program Officer and Program Directors to ensure that all program use of the Center is efficient and high quality
    - Work with Program Directors and Managers to identify new uses of the Center for Missions initiatives
    - Liaise with the Executive Assistant to the President to ensure that all uses by the President are accommodated in the Center calendar
    - Work with Manager of Youth and Adult Programs to ensure quality programming is created and implemented for the New Possibilities Youth Program
    - Create and manage a Missions-sponsored sports program including independent play, formal games, and practices; to include tennis, volleyball and soccer as well as basketball
  - External Programs
    - In collaboration with approved outside groups, develop programs for community benefit
    - Ensure all paperwork required of outside groups is complete
    - Document outside group issues, recommending as appropriate termination of use; maintain all associated records and files
    - As appropriate, recommend to the Senior Management Team new programmatic uses for the building (e.g., sports leagues); upon approval develop and implement execution plans



- Coordinate with all programs to ensure quality of any volunteer roles associated with outside organizational use of the Center
- Community Relations
  - Outreach
    - Serve as the point of entry for any external inquiries regarding use of the Center, using the Missions policy document on this topic as the standard for decisions
    - Identify and pursue opportunities for community partnerships that align with Center goals and strategy and Missions programming
  - Communications
    - Liaise with the Communications Manager to provide information and access for purposes of public relations

#### SUPERVISORY DUTIES

- Manager of Youth and Adult Programs, Administrative Assistant, any external subject-matter program experts in sports

#### KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings
- Understanding of the concepts of “ministry”

Email resume to [missionsdirector@edmunditemissions.org](mailto:missionsdirector@edmunditemissions.org) or apply in person at 1002 Minter Ave.