



EASTON SPORTS DEVELOPMENT FOUNDATION
EASTON SALT LAKE ARCHERY CENTER

POSITION ANNOUNCEMENT

POSITION TITLE: Archery Center Director
JOB SUMMARY:

Administer and manage all Easton Salt Lake Archery Center programs and work in coordination with the Easton Foundations Director of Centers to achieve the goals and mission of the Easton Foundations and those goals specific to the Easton Salt Lake Archery Center. The Easton Salt Lake Archery Center is a state-of-the art indoor and outdoor archery facility featuring a 60,000 square foot building on 16 acres. For more information see <http://www.esdf.org/saltlake>

CORE RESPONSIBILITIES:

- Plan, organize and execute archery events and competitions from small local events to large international events.
- Develop and implement marketing strategy for the center including promotional events, advertising, public and media relations, coordinate with the Director of Centers to develop annual marketing plans and pricing strategies and develop sponsors
- Create and monitor annual operating budgets, expenses, revenues, memberships and general attendance
- Manage and oversee building and grounds maintenance, facility repairs and safety requirements
- Manage staff
- Oversee customer service including investigation and resolution of complaints or inquiries relating to the operations of the facility
- Contact and develop relationships with related archery and sporting groups in Salt Lake City (example: Utah State Archery Association, Paralympian and physically challenged organizations, Utah Sports Commission, NASP, Boy Scouts/Girl Scouts, 4H, Utah DNR etc.)
- Communicate with regional, state, national and international archery associations to aid in the growth and participation levels at the facility
- Control all day-to-day operations and manage Archery programs and events at the center
- Be a creative and innovative thinker providing ideas and solutions
- Responsible for general housekeeping in work area; works all scheduled hours including weekends and holidays; adheres to all ESDF policies, procedures and rules including safety, and the company's Tobacco Free policy
- Perform all other duties as required

CONDITIONS:

- Office environment
- Indoor and outdoor archery ranges
- National travel will be required
- Non-traditional work hours including weekends and holidays

- Must have a valid driver's license and be able to obtain first aid and CPR certification within six months of employment

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Minimum three (3) years' experience in program management or recreation center management
- Exemplary organizational skills and attention to detail
- Ability to manage multiple projects, priorities and staff
- Excellent written, verbal communication skills
- General knowledge of recreational programming, business operations and public relation, marketing and communication skills
- MS Office proficiency
- Strong customer service orientation and ability to deal appropriately with confrontational situations

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 walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

This position will require standing, walking most of the time and occasionally lifting up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an Employee encounters while performing 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 occasionally works near moving mechanical parts, and mechanical systems. The employee may be occasionally exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility.

POSITION REPORTS TO: Director of Centers

Please send resume to:

FRAN BLILEY
EASTON FOUNDATIONS
7855 HASKELL AVE., SUITE 350
VAN NUYS, CA 91406
PHONE: 818-901-0127, EXT. 109
FAX: 818-994-3889
Email- fb_liley@esdf.org

Deadline for resume submission: Position will remain open until filled

Salary range: Negotiable based on experience, education, & training

We do not discriminate on the basis of race, religion, national origin, gender, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

In an effort to promote a healthy lifestyle and work environment the Easton Foundations is Tobacco free.