



**Job Description: Sports Leadership Academy Director**  
**Play Rugby, Inc - Harlem**

**Overview:**

The Play Rugby, Inc's (PRI) philosophy is to "*Develop Youth through Rugby*" which is part of a wider vision of delivering a "*transformational change for youth through sports*". As an innovative program Play Rugby USA cleverly combines rugby with sports education, health, academic and community development programming to create a holistic and asset based approach to youth development. Underlying the program's success is the establishment of sustainable partnerships with urban schools and youth organizations, creating a systemic opportunity for youth during or after school. Our Program Mission is to: *Strengthen youth character, conditioning, community and academic commitment by integrating the core values of rugby into a distinct and inclusive team sports experience.*

Our Sports Leadership Academy is a new program being integrated into Edward A Reynolds Westside High School (EAR), in Harlem in collaboration with other community partners including the Sports and Arts in Schools Foundation (SASF). The SLA offers an engaging sports-themed after school program, with the primary objectives being: (1) academic enrichment to help participants complete high school and go on to college; (2) character education through team sports and inclusive, structured competition; (3) fitness, wellness, and nutrition education to involve students and their families in healthy, active lifestyles; (4) community and youth development through service learning, online learning, and team participation. The SLA endeavors to become a community-based center of excellence for sports-themed after school education.

**Summary:**

The Sports Leadership Academy Director (SLAD) has overall accountability for the growth, quality and success of the program operation, its students and staff. The primary responsibility of the SLAD is to manage the day-to-day operations of the EAR after school program in order to ensure that Play Rugby's quality standards and guidelines are met and that the program is meeting all contract requirements. The SLAD works in conjunction with key school personnel, Play Rugby and partner staff – primarily with the Sports and Arts in School Foundation (SASF) to implement the SLA year-round Program Model. He/she fosters an atmosphere of fun and learning where the concept of teamwork, fair play and sportsmanship can flourish and serves as a role model to youth, preparing them for graduation from High School. The SLAD always conducts him/herself in the utmost professional manner and always maintains appropriate boundaries.



## **Responsibilities:**

### ***Programmatic Oversight***

- Accountable for ensuring PRI maintains an emotionally and physically safe environment for youth that meets all compliance and safety requirements set forth by the organization, DOE, DOH, funders and applicable labor law
- Establishes a combination of program activities to provide academic support, skill-driven sports, fitness and wellness activities, community development activities and visual and performing arts instruction
- Organizes special and culminating events, including showcases that highlight student achievement and culturally enriching field trips
- Responsible for the development and implementation of innovative and age appropriate curriculums, enrichment activities, and theme based projects taking into consideration the youth needs and abilities
- Creates and distributes schedule of all activities and ensures appropriate record keeping and reporting of all youth attendance
- Familiar with and adheres to all PRI procedures for trips, transportation and events
- Ensures youth and their families are properly informed and prepared for all special events
- Prepares and distributes written materials, including flyers, brochures, newsletters, and posting on the school bulletin board.
- Ultimate responsibility for the appropriate behavior and conduct of youth at the site and on trips. Promotes positive character development in all youth.
- Resolves any youth related issues as they arise
- Responsible for recruitment and supervision of participants. This may include calling, e-mailing, and posting announcements, holding information sessions, encouraging youth, answering applicant questions and other strategies to motivate youth to enroll and continue participation on a consistent basis
- Responsible for recruitment and supervision of dedicated staff that meet the highest standards of qualifications in being able to carry out the PRI mission and goals of the EAR's after-school program.
- Provides site based support, development and recognition for all staff in the SLA program in order to ensure success in the implementation of program objectives
- Takes photographs of Site Activities and provides to Development and Marketing Department
- Collaborates with SASF Senior Program manager and PRI Director on all partner based and consultant delivered program activities



### ***Relationship and Partnership Management***

- Cultivates and forges positive relations with Principal, Assistant Principals, school district administrators, teachers, parents and parent coordinators and other key constituents in the community while actively seeking to raise their awareness of our SLA program and engage their support in ensuring programmatic quality for the youth we serve.
- Collaborates with Principal and Assistant Principals on program delivery to align SLA with the goals EAR in relation to student achievement and performance.
- Establishes parent involvement in areas of advocacy, special events, daily operations, education, and trips
- Promotes the site in the community as a hub of sports education and after school through flyer distribution, outreach visits & services and hosting events on site
- Creates and distributes program updates, attend outreach events and establish successful communication as the organization's lead ambassador to EAR
- Identifies and utilizes community resources, including other schools, fields, libraries, community and local government agencies
- Keeps PRI Director and SASF Senior Program Manager informed of pertinent site information, including any challenges in fulfilling responsibilities

### ***Operations***

- Ensures site is compliant with DOE regulations and timelines
- Monitors and ensures all program compliance, including but not limited to student registration, ratios, attendance tracking, IDs, and building permits
- Ensures that student attendance information is being properly collected and delivered to Data department on a weekly basis
- Ensures that new hires have taken appropriate steps prior to beginning work assignments (i.e., DOE background clearance, attended and completed required trainings, and all required HR paperwork completed)
- Ensures timesheets are accurately completed and submitted to Payroll on time
- Maintains accurate records on site (i.e., file box, staff files, program flyers, materials, schedule and curriculum)
- Reports site injuries via appropriate forms and immediately communicate incidents with school, PRI and SASF personnel
- Assist PRI Director and SASD Senior Program Manager in ensuring budgetary compliance and with submission of any required documents or reports to funding sources



- Tracks and cares for all equipment and supplies used by PRI & SASF

**Qualifications:**

***Required skills:***

- Passion for PRI mission and youth development
- Excellent interpersonal & management skills
- Reliable, organized and punctual
- Knowledge of effective sports, arts, and academic programming
- Expert understanding of High School education requirements in an urban setting
- Strong leader and team-builder
- Ability to resolve conflicts and negotiate solutions
- Ability to establish and maintain effective working relationships with program staff and school partners
- Excellent communication (oral and written) skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Must be able to clearly articulate outcome requirements and provide the necessary and appropriate resources and support for program staff and consultants
- Responsible and professional conduct that serves as role model to staff and youth
- Exhibits strong character traits and exercises patience and creativity while seeking win-win scenarios
- Ability to set priorities and meet deadlines
- Must demonstrate ability to manage multiple priorities simultaneously
- Proficiency in Microsoft Excel, Outlook, and Word

***Education and experience:***

- Bachelor's degree required with preference in Education, Psychology, or Social Work.
- Prior work experience in urban education, including supervisory experience.
- Teaching and after school management experience preferred.
- Must pass pre-employment background investigation including but not limited to employment history and criminal background check

**Salary:** commensurate with experience

**Contact:** [mark.griffin@playrugbyusa.com](mailto:mark.griffin@playrugbyusa.com)