

# **Director of Operations – Virginia Amateur Sports**

**Title:** Director of Operations

**Based at:** Virginia Amateur Sports, Inc. (VAS)– Roanoke, VA

**Reports to:** VAS President

## **Job Purpose:**

The position will oversee the daily operations for business. This position will report directly to the VAS President. Collaborates with the Games Director, Marketing Director and President to oversee the successful organization and planning of the Commonwealth Games and a number of Special Events. This position will be actively involved in the registration, accounting, website management and internship files for VAS.

## **Key Responsibilities and Accountabilities:**

1. Manage accounts receivables, accounts payable, deposits, payroll, annual sports finances and the annual audit
2. Manage registration and check in for the Commonwealth Games & VAS Special Events (online, mail in, on-site, packets, etc.)
3. Maintain VAS website with updates as needed
4. Manage office essentials – order supplies, vacation/sick leave, employee files, etc.
5. Manage all program insurance including employees and events
6. Assist in preparing end of the season reports for the Commonwealth Games
7. Create ads for multiple publications for the Commonwealth Games & VAS Special Events
8. Assist in recruiting interns, managing their paperwork, interviews, scheduling and delegation of work assignments
9. Available Monday-Friday 8:30-5:00 with some nights and weekends

## **Personal profile:**

Self-driven, results-oriented with a positive outlook. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with people. Reliable, tolerant, and determined. Well presented and businesslike. Sufficiently mobile and flexible to work some nights and weekends. Keen for new experience, responsibility and accountability. Able to communicate, motivate via written and oral media and be a team player.

**Qualifications and computer skills:** Prefer a 4 year degree in one of the following: sport management, sports information, business administration, marketing or related fields with an interest in sport or event management. Must be adept in use of MS Office 2007 or later, particularly Excel, Word, and Publisher and ideally Access or similar database to basic level, QuickBooks, Internet and Email. Must have own transportation and driver license