



# Senior Director of Performance and Sport Science

*Example Job Description supplied by the NSCA*

**Related Job Titles:** Administrative Director, Associate Athletic Director, and Vice President of Athletic (or Sport) Performance

**Hiring Term/Appointment:** Full-Time Employee

**Reports to:** Director of Athletics


## General Job Description

The Senior Director of Athletic Performance is responsible for the overall leadership and direction of the physical, mental, and behavioral well-being of the athletes (or student-athlete) within the Athletic Department (or Organization). This position manages existing relationships, as well as establishes new relationships, with affiliated sites, coaching and integrated support team (IST) staff, and outside departments. The role is responsible for the successful implementation of high-performance strategies, research and development, and management outcomes in the areas of sports performance (i.e., strength and conditioning, sport science, and performance analytics), sports medicine, sports nutrition, and mental performance.

Using a collaborative and comprehensive approach, the Senior Director of Athletic Performance ensures that every athlete (or student-athlete) receives the highest standard of care across every aspect of their training. This position provides substantial leadership and administrative direction for a world class delivery of athletic health and performance, including the potential for novel and innovative solutions that support athlete (or student-athlete) wellness, injury prevention, recovery, testing and monitoring, and physical preparation. As a member of the senior leadership team, the ability to effectively manage and enhance collaboration efforts within a highly skilled cross-functional staff is essential.

## Essential Duties and Responsibilities

1. Supervise cross-departmental operations between Athletics, Sport Science, Sports Medicine, Sport Psychology and Athletic Counseling, Sports Nutrition, and Strength and Conditioning.
2. Manage existing and develop new relationships with outside departments, support organizations, and third-party vendors.
3. Serve as the primary contact with research departments, sponsors, and/or regulatory agencies.
4. Responsible for the planning and scheduling of departmental functions and procedures.
5. Develop an annual department budget and oversee spending and purchases.

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6. Implement appropriate athlete safety protocols for facilities, equipment, and staff throughout the Athletic Department.
  7. Responsible for the safe, legal, and ethical practices for the dissemination of athlete, team, and related institutional performance data.
  8. Manage, supervise, and educate multiple department heads across IST disciplines (e.g., Director of Performance and Sport Science, Director of Strength and Conditioning, Director of Sports Medicine, Director of Sports Nutrition, Director of Mental Performance, etc.).

## **Peripheral Duties and Responsibilities**

1. Ensure departmental policies and operations are consistent with compliance standards and requirements.
2. Liaison to Human Resources in hiring, performance reviews, and employee disciplinary proceedings.
3. Resolve billing and budget issues in collaboration with finance and/or management staff.
4. Support Athletic Department fundraising and development efforts through active participation in donor and booster activities.
5. Collect and archive sport science, institutional, and administrative literature to support department initiatives.
6. Organize and deliver educational workshops, seminars, webinars, etc.
7. Collaborate with sport coaches and team staff to support scouting/recruiting evaluations.
8. Inform/advise to further advance and integrate best evidence-supported practices into athlete programs.
9. Oversee and maintain inventory, supplies, equipment, and allocated training spaces department-wide.

## **Qualifications**

1. Master's and/or Doctoral degree in exercise science, sports science, or related field.
2. Suitable/Relevant certification (e.g., NSCA-CSCS) and/or professional license required.
  - a. NSCA-CPSS preferred
3. 8-10 years of relevant work experience with high-level sport or tactical athlete populations.
  - a. Sport performance settings
  - b. Strength and conditioning
  - c. Applied research experience (e.g., university setting)
4. Program or department leadership experience, and/or previous work in athletic administration preferred.

## **Physical Requirements**

- Ability to perform tasks sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving equipment/boxes (up to 50 pounds).
- Position involves a combination of indoor sedentary work, and the potential for outside supervision for sport coaches, athletic performance staff, and teams of athletes performing varied athletic activities.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.



## **Safety and Health Requirements**

1. Current standard first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillation (AED) certifications.
2. Knowledge of universal hygiene precautions.
3. Knowledge of current NSCA Strength and Conditioning Professional Standards and Guidelines.

## **Equipment/Materials Handled**

- Must be able to safely operate and oversee staff training related to strength training equipment, athlete testing and monitoring devices, and safety equipment, including automated external defibrillator (AED).
- Ability to work on a computer for long periods, and communicate with individuals and/or groups by telephone, video call, email, and face to face.

## **Work Environment**

Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hard wood floors. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments independently without direct supervision. Evening and weekend work may be expected. May make site visits when needed and appropriate. Must be able to work under stressful conditions.

## **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties may be assigned by supervisor, as required.