

Job Title: Physical Education Director (Part-Time)
Organization: Polish Falcons of America
Location: Remote
Employment Type: Part-Time (Estimated 20 hours per week)

About Polish Falcons of America

Polish Falcons of America (PFA) is a not-for-profit fraternal benefit society dedicated to serving the Polish-American community and promoting physical fitness, sportsmanship, and cultural heritage. Through our network of local Nests and Districts, we offer insurance benefits, social events, and a range of athletic programs. We are seeking an enthusiastic and experienced **Physical Education Director** on a part-time basis to lead, develop, and expand our fitness and athletics initiatives for members of all ages.

Position Summary

The **Physical Education Director (Part-Time)** is responsible for creating and managing PFA's sports, wellness, and fitness programming. This role involves collaborating with leadership, staff, and volunteers to develop strategies that encourage healthy lifestyles and fraternal engagement among members. The ideal candidate is passionate about physical fitness, has strong organizational and leadership skills, and can effectively communicate with a diverse member base. A flexible schedule will be considered to accommodate athletic events and community programs.

Key Responsibilities

1. **Program Development & Implementation**
 - Design, implement, and oversee comprehensive physical fitness and sports programs for all ages.
 - Develop short- and long-term strategies to increase participation in local and national athletic events.
 - Ensure that all programs align with the mission and values of Polish Falcons of America.
2. **Event Planning & Coordination**
 - Coordinate athletic tournaments, competitions, camps, and wellness workshops at local, regional, and national levels.
 - Work with District Directors and Nests to schedule facilities, coordinate logistics, and secure volunteers.
 - Promote sporting events to drive engagement and membership growth.
3. **Coaching & Training**
 - Provide guidance and training for volunteers, staff, and coaches for various sports and fitness activities.
 - Develop or source instructional materials and curricula on fitness, sportsmanship, and best practices in health and wellness.

4. **Budget Management & Administration**
 - Collaborate on budgets for athletic programs, events, and related expenses.
 - Maintain accurate records of program performance, attendance, and financials, providing periodic reports to senior leadership.
 - Recommend cost-effective solutions that align with organizational priorities.
 5. **Partnerships & Community Engagement**
 - Establish and maintain relationships with external organizations, sponsors, and community partners to enhance program offerings.
 6. **Compliance & Safety**
 - Ensure all athletic programs comply with local, state, and national regulations and guidelines.
 - Develop and implement safety and risk management policies for participants, volunteers, and staff.
 - Oversee training in proper safety protocols and emergency procedures.
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Qualifications

- **Education & Experience**
 - A degree or work experience in Physical Education, Sports Management, or a related field.
 - Experience in sports programming, fitness instruction, or recreational management, including leadership or supervisory responsibilities.
 - **Skills & Competencies**
 - Proven ability to plan, organize, and execute successful athletic programs and events.
 - Strong communication, leadership, and interpersonal skills to engage a diverse member base.
 - Familiarity with budgeting and financial oversight.
 - **Preferred Attributes**
 - Knowledge of or interest in Polish culture and customs.
 - Certifications in CPR/AED, First Aid, or other relevant safety standards (or willingness to obtain).
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Key Competencies

- **Leadership:** Inspires and coordinates teams of volunteers, staff, and community partners.
 - **Strategic Thinking:** Develops innovative, mission-aligned programming.
 - **Collaboration:** Builds partnerships and fosters teamwork.
 - **Communication:** Able to present effectively and produce clear, concise materials.
 - **Adaptability:** Manages multiple projects and adjusts to evolving organizational needs.
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Compensation & Benefits

- **Compensation:** Competitive hourly rate or part-time salary commensurate with experience.
 - **Benefits:** May include pro-rated vacation, personal leave, or other benefits based on hours worked and organizational policies.
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How to Apply

Interested candidates should submit the following to Timothy L. Kuzma, National President, at tkuzma@polishfalcons.org

1. **Resume/CV** detailing relevant experience and education.
2. **Cover Letter** explaining your interest in the part-time role and alignment with PFA's mission.
3. **References** (minimum of two professional references).

Polish Falcons of America is an equal opportunity employer and welcomes candidates of all backgrounds to apply.

Join Polish Falcons of America as our part-time Physical Education Director and help us foster active, healthy lifestyles while celebrating our shared Polish heritage. We look forward to hearing from you!