

**Title: Director of Athletics and Extra Curricular Programs**

**Reports To: Director of Educational Services**

**Supervises: Director of Child Care & Camp, Athletic Trainer (contractor), Coaches, Officials (contractor), K-12 Department Heads as Related to Extra Curricular Programs**

**Employee Type: Fulltime, 12 months, Salary Exempt**

***I am part of an educational team that prepares students for college.***

### **Responsibilities**

1. The Director is responsible for the operations and implementation of the Collegium athletic programs, before school care program, after school care program, and summer camp programs. The Director is responsible for ensuring the programs promotes and protects the health, safety and education well-being of the student participants.
2. Schedule all interscholastic and intramural athletic programs; includes practices, games and transportation to/from practices and games.
3. When assigned, provide supervision and oversight to K-12 Department Heads related to extra-curricular programming.
4. Ensures, when applicable, scheduling of officials.
5. Develops and implements a well-organized crowd control program for all spectator events, including parking and changes to dismissal arrangements.
6. Enforces eligibility requirements in compliance with Collegium's Code of Conduct.
7. Develops and enforces procedures for student athletes and coaches.
8. Develops and ensures compliance with safety and first aid procedures.
9. Makes recommendations for new program implementation.
10. Serves as an advocate for the athletic program and works with all league representatives, supervisor, CCS Principals, etc. to ensure a well-balanced and continuous athletic program for CCS students.
11. Provides the vision to improve and maintain the athletic programs.
12. Develops and ensures compliance with procedures for equipment and uniform storage, distribution, security, cleaning and repair.
13. Develops and inventory of supplies, equipment and uniforms.
14. Develops and ensures compliance with procedures for preparation of and maintenance of athletic facilities.
15. Coordinates calendar, permission slips, and communications with other members of Collegium community.
16. Prepares, plans, and adheres to an annual athletic budget.
17. Determines coaching needs, recruits, screens applicants, interviews, and hires coaches.
18. Organizes and directs student and adult volunteers who assist in athletic programs and athletic program fundraising.
19. Ensures all volunteers and paid personnel in all programs have met requirements for employment or volunteering in a PA public school.
20. Conducts all programs with the highest ideals of sportsmanship and positive citizenship.
21. Other duties as assigned by the supervisor.

### **Required Qualifications**

1. A four-year college degree. Prefer a sports management or related degree or related equivalent experience.
2. Preferred, but not required – PA Teacher or Principal Certification and/or Master's degree in related field. .
3. Demonstrated competence as a leader and the ability to work in a team environment.
4. Demonstrated competence in all areas of content responsibility.

5. Demonstrated superior organizational skills.
6. Demonstrated superior leadership skills.
7. Excellent verbal and written communication skills.
8. Flexibility with work schedule to accommodate evening, weekend, and holiday games and tournaments as needed.
9. Strong interpersonal skills with the ability to interact professionally with teachers, administrators, parents, students, and outside contacts.
10. Demonstrated ability to work under periods of stress due to the level of responsibility of the position.
11. Knowledge of basic computer operations and proficient with GAFE and MS office products, or equivalent products.
12. Meets criteria for employment in a PA Public School.

### **Job Performance Requirements**

The mental and 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Ability to sit and stand for extended periods of time.
2. Ability to exhibit mental dexterity to dial a telephone, to enter data into a computer, to read a computer screen and printed material, to hear and understand speech at normal classroom levels outdoors, and on the telephone, and to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
3. Ability to physically lift up to 25 pounds.
4. Ability to bend, stoop, climb stairs, and reach overhead.
5. Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
6. Ability to write reports, business correspondence, and procedure manuals.
7. Ability to define problems, collect data, establish facts, and draw valid conclusions.