MADEIRA

Title: Assistant Athletic Director (10 month)
Department: Athletics
Reports to: Director of Athletics

Position Purpose

The Madeira School values innovation in the pursuit of athletic excellence. The Assistant Athletic Director supports and furthers the mission of the school and the vision of the Athletic Department by effectively facilitating a student-centered athletic environment.

Key Responsibilities

Scheduling:

- Publish and oversee program of game and practices schedules. Publish schedules on website; communicate weekly schedule to teachers and athletes.
- Assign buses and all transportation for team traveling to and from games and/or practices. Coordinate with Director of Auxiliary Programs as necessary. Coordinate dismissal plans.
- Communicate and coordinate with DOS regarding travel; publish related forms.
- Coordinate and assign all meals with Sodexo
- Coordinate spring break and other travel. Establish trip itineraries, hotel and bus arrangements

General:

- Manage team rosters. Track daily student attendance. Assist with inventory of uniforms.
- Assist in the development of departmental protocols and policies.
- Maintain facility schedule for fields, courts, fitness center and other athletic facility spaces. Ensure that athletic fields and courts are properly prepared for practices and games.
- Work in conjunction with the Admissions Office to communicate with prospective students and parents. Participate in school fairs.
- Assist in the implementation of student athlete leadership training and team activities. Participate in the Student Athletic Advisory Council.
- Coach two seasons at either the Varsity or JV level.
- Schedule, plan and organize athletic assemblies.
- Assist with Red/White campus initiatives; meet with captains and organize events.
- Assist with the supervision of coaches and coach development.
- Assist in managing and supervising games.
- Participate in calendar meetings and other meetings throughout the school.
- Works to support the residential program (may include periodic night and/or weekend duty)
- Other duties as assigned

Position Requirements

• **Skills & Knowledge**	• **Experience**	• **Education**
• Excellent oral and written communication skills, flexible, diplomatic, cooperative, service-oriented approach • Demonstrated professional and personal integrity • Exceptional initiative, judgment and problem solving skills • Proficiency in basic data management systems and basic computer applications (e.g., Work, Excel); willingness and ability to learn additional applications as needed • Ability to handle sensitive and confidential matters with appropriate discretion • Willingness & ability to work flexible work schedule, including occasional evenings & select weekends • Appreciation of and commitment to boarding and single sex education, diversity and to serving the needs of a diverse population	• One-three years in an athletic environment; previous athletic administrative experience preferred • Familiarity with educational institutions, preferably Independent schools	• Bachelor's degree in physical education or related field • Equivalent combination of education and/or experience will be considered

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on School needs. The incumbent, if applicable, will be notified of any changes before they become effective.