

## **Athletic Coordinator**

### **Position Overview:**

The Athletics Coordinator will be a member of the Primary and Secondary School, reporting to the Athletics and Sports Facilities Manager.

She/he will be responsible to plan, coordinate, implement, supervise and evaluate the athletic program; provide quality Athletic participation opportunities for all students; communicate efficiently and clearly with members of the community; secure and coordinate the advisors and officiating staff; and work collaboratively with the CAS Coordinator and Admin/Campus Staff.

The Athletics Coordinator will be an effective communicator who loves learning and is excited by the possibilities that this role holds. He/she will play a vital role in delivering the vision of education at Al Rayan International School. She/he will have effective leadership, management communication and interpersonal skills, along with knowledge of sports education and management, to ensure the highest possible educational and athletic outcomes of all classes.

### **Key Responsibilities:**

- Effectively plans, coordinates, and manages the athletic programme and department consistent with established guidelines, policies, and procedures.
- Uses professional knowledge to implement a variety of services for the targeted learning community.
- Gathers, analyses, and uses data to determine athlete/ program needs, measure athlete/program progress, guide instruction and intervention, and provide timely feedback to athlete, families, staff, and community.
- Communicates and collaborates effectively with athletes, families, staff, and the community to promote athlete learning, development and well-being.
- Demonstrates behaviours consistent with legal, ethical, and professional standards, contributes to the profession, and engages in professional growth.
- Works as a member of the leadership and Wellbeing Committees

**Qualifications:**

- Master's degree in a field like physical education, health, education administration, or sports management.
- Minimum of three years of successful teaching and coaching experience.
- Experience with organising large and diverse athletic and Athletic events.
- Relevant middle management experience overseeing budget and with supervisory responsibility.
- Strategic vision to drive forward Athletics and Sports development.

**Qualities:**

The ideal candidate should have strong organizational and leadership skills with the ability to manage a diverse team. He/She should have excellent communication and interpersonal skills. He/She should have experience in counselling high performing athletes and preparing them for college sports program placement. Experience with child protection protocols in school athletics settings is a plus.

**How to Apply:**

Interested candidates should submit their resume, cover letter, and contact information for three professional references to [recruitment@aris.edu.gh](mailto:recruitment@aris.edu.gh) Please use the subject line "Application for Athletic Coordinator"

**Application Deadline: August 30th 2024.**

Al-Rayan International School is an equal opportunity employer. We encourage candidates from all backgrounds to apply. Only shortlisted candidates will be contacted for interviews.