



Position Profile Athletic Director

Level: Professional
Responsible to: High School Principal

Load: Full Time
Service Period: 11 months

Nature and Scope:

To work with students, teachers, administrators, parents and Athletic Directors of schools within the greater Nairobi environs to design and implement a co-curricular athletic program that facilitates positive growth in students that leads to development of God's gifts for service in the world community.

Professional Responsibilities

In addition to the professional responsibilities for a teacher, the AD will be responsible for:

1. **Modeling & Leadership**
 - a. Exhibit characteristics of being interested in life-long health and fitness.
 - b. Maintain positive team environments focused on growth and excellence.
 - c. Provide leadership that ensures all activities of each team are congruent with the school vision and mission.
2. **Supervision**
 - a. Oversee all co-curricular inter-school sports programs in collaboration with coaches.
 - b. Oversee co-curricular intramural programs in collaboration with intramurals coordinators.
 - c. Prepare and supervise the co-curricular sports budget.
 - d. Supervise use and upkeep of co-curricular sports equipment.
 - e. Supervise the co-curricular assistant, coach assistants, co-curricular volunteers.
 - f. Provide supervision of students at co-curricular school activities.
3. **Duties and Organization**
 - a. Arrange for interscholastic games and meets.
 - b. Establish game schedules in consultation with the school calendar.
 - c. Schedule transportation and late bus for games and practices in collaboration with the facilities manager.
 - d. Schedule coaching assignments in collaboration with the school principals.
 - e. Organize emergency care for co-curricular activities.
 - f. Recruit and secure referees.
 - g. Order and maintain an inventory of sports equipment.
 - h. Update the Athletic Handbook as necessary. (Policy changes require administrative approval.)
 - i. Coordinate summer holiday sports programs.
 - j. Perform other co-curricular duties as assigned by your administrator.
4. **Communication & Collaboration**
 - a. Collaborate with school principal with regard to coaching personnel issues.
 - a. Maintain workable relationships with parents.
 - b. Coordinate co-curricular activities with the master calendar.
 - c. Inform parents, students and staff of sports activities, including late bus.
 - d. Maintain an attitude of openness and desire for communication.
 - e. Alert responsible personnel to repair needs.
 - f. Collaborate with other schools in leagues and sports functions.
 - g. Serve on committees and/or supervise activities supporting overall school program.



Qualifications

1. Demonstrate commitment to Jesus Christ as Savior and Lord.
2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy.
3. Demonstrate a respect for diversity of culture.
4. Demonstrate an appreciation for the diversity of the body of Christ.
5. Possess a minimum of a Bachelor's degree from an accredited post-secondary university.
6. North American sporting experience will be an added advantage.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing.
8. Demonstrate the ability to use technology for word processing, data management and communications.
9. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy.