



The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math and to foster academic and personal strengths – igniting the passions and gifts of unique minds.

Job Description

The **Athletic and After School Activities Director** has oversight of the athletic and afterschool programs for all middle and upper school sports and activities, including supervising personnel, developing, implementing, and maintaining viable athletic and afterschool programs. This position supervises coaches, after school program teachers, parent volunteers, student participants, and site manages athletic events. Performance will be evaluated by the Associate Head of School.

Essential Duties

- Creates and coordinates athletic and after school offerings that serve the school's mission and philosophy in addition to complying with state (VISAA) regulations.
- Coordinates with VISAA and other athletic administrators in planning, coordinating, and implementing events and activities.
- Creates and maintains master activities calendar for school and community use.
- Coordinates and schedules travel needs including dates, numbers of participants, and departure and return times.
- Coordinates and develops long-term strategies for the Athletic and After School Activities program.
- Staffs and manages the operation of all home athletic activities and events including support personnel and game officials.
- Maintains athletic department budget.
- Supervises and evaluates staff including shared responsibility for hiring, training, and mentoring.
- Promotes an active athletic and after school program that promotes good sportsmanship, student development, and high participation.
- Conducts preseason interscholastic meetings with athletes and parents.
- Prepares and conducts training and orientation for coaches and after school program faculty.
- Compiles, verifies, and sends all state (VISAA) and conference membership information.
- Remains current on all rule and eligibility changes in the state and keeps all coaches informed.
- Ensures all student athletes have a completed annual physical examination on file.
- Manages, purchases, and distributes all athletic equipment and uniforms.
- Finds and coordinates any needed outside practice and competition facilities.
- Maintains involvement with regional, state, and national professional organizations.
- Makes program recommendations to the Associate Head of School.
- Depending on skills and experience, the Athletic Director should expect to teach an academic class.

Knowledge and Skills

- knowledge of VISAA Regulations;
- knowledge of policy, organization, and operation of successful athletic and after school programs;
- knowledge of coaching techniques and procedures;
- strong communication, public relations, and interpersonal skills;
- ability to instruct and supervise student-athletes and staff; and
- ability to manage several tasks simultaneously.

Qualifications

- a strong interest in learning disabilities and working with students who have struggled in previous school placements;
- minimum of a bachelor's degree;

- experience in the areas of physical education, athletics, scheduling, and coaching;
- certified Athletic Administrator level certification or above recommended; and
- experience working in an Independent School setting preferred.

To Apply

Send resume and letter of interest to Personnel, The New Community School, 4211 Hermitage Road, Richmond, VA 23227 or email employment@tncs.org.

Nothing in this job description restricts the school's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or the school may terminate the employment relationship at any time, with or without notice and for any reason or no reason.

The New Community School is an equal opportunity employer. The school provides equal employment opportunity to all employees, and job applicants without regard to an individual's race, sex, sexual orientation, color, national origin, age, religion, veteran status, marital status, disability, genetic information, military service, or other factors prohibited by federal law.