

**Cairo American College
Human Resources Office**



JOB DESCRIPTION

Title of Position:	Athletic/Activities Director
Department/ School:	Athletics/Activities Department
School:	PK-12
Supervisor:	Head of School
Placement:	Admin B: 230 Day Contract
Date:	May 2021

JOB SUMMARY:

The Athletic/Activities Director (AAD) oversees the development and the implementation of the CAC athletic/activities program and ensures regular communication with the CAC community regarding the goals and objectives of the activities/athletic programs.

The AAD supervises the coaching and activity staff in each area, submits budget proposals as requested by the Head of School, works with the custodial, maintenance and gardening staff to facilitate the efficient use and maintenance of buildings, equipment, fields, and play areas, and serves as the liaison between the Athletic Department, the activity/coaching coaching staff and the administration.

The ideal candidate is a vibrant team player who has a proven track record as an Athletic/Activities Director, with the ability and willingness to work cooperatively and effectively with others. She/he is an experienced, highly organized professional with the ability to multi-task and is sensitive to cultural differences.

LIST OF DUTIES AND RESPONSIBILITIES:

General Management:

- Works closely with the MS and HS administration in the planning and coordination of all student co-curricular athletics/activities programs and events.
- Keeps the school administration informed concerning the progress of programs and operations.
- Reviews individual student eligibility for participation in the extra-curricular program.
- Oversees the athletics, aquatics and activities program at CAC including the hiring and supervision of all related staff/coaches as well as confirming coaching/sponsor assignments and officiating for all school activities.
- Guides activity and Intramural coordinators/sponsors in the planning and coordination of special student events (assemblies, dances, pep rallies, elects, etc.).
- Coordinates tournaments and events hosted by CAC.

- Coordinates all travel arrangements such as reservations, correspondences, housing, hotels, plane tickets and other necessary items for traveling except visas, which are the responsibility of the student.
- Hosts pre-trip information sessions for parents and students.
- Schedules and coordinates activities and athletics events for both boys and girls in the middle and high schools.
- Arranges for the purchase, repair and replacement of necessary equipment and supplies to ensure efficiency in the extra-curricular program.
- Provides activity sponsors and coaches with the necessary forms and information for distribution to student participants including: parental permission for participation and travel, medical information, conduct, rules and training, travel information.

Athletic Program Management:

- Maintains an inventory of all sports equipment and uniforms.
- Arranges, oversees and directs the athletic awards ceremonies with the assistance of all coaches in the athletic program.
- Schedules and coordinates community sponsored athletic programs as well as the use of school fields/ play space recognizing the established priorities.
- Serves as a liaison between CAC and the community leagues: Youth Soccer League (YSL), the Maadi Little League Baseball Association (MLLBA), and the Maadi Basketball Association (MBA).
- Coordinates the athletic and aquatic activities of the PK- 12 calendar.
- Represents CAC in sports conferences (ISAA), and attends required meetings (ISAA, etc.)
- Serves on the Booster Club Committee.

Activities Program Management:

- Prepares and arranges the Middle and High School academic/international trips and trips within Egypt.
- Guides the appropriate activities coordinator and/or sponsor in the planning and coordination of special student activities (assemblies, dances, pep rallies, elections, etc.).
- Schedules the use of school-wide facilities for school events and activities.
- Represents CAC in activities conferences (ISTA, etc.)

Required Qualifications:

- Bachelor's Degree in the health sciences.
- Minimum of five years of experience as an administrator or three years as an AAD.
- Experience mentoring and evaluating coaching staff and activity sponsors.
- Strong writing, public speaking and communication skills.
- Proficient computer skills to include: word-processing, spread-sheet and data-base functions.
- Technical knowledge of the maintenance of athletic equipment.
- Knowledge and understanding of the sports offered at CAC.

PREFERRED QUALIFICATIONS:

- Master's Degree.
- Physical Education Teacher (preferably with training in athletic administration).
- Coaching experience in different sports on the middle school, junior varsity and/or varsity level.
- Commitment to continue as a coach or club sponsor.