



Job Title: Intramural Athletics & Activities Coordinator

Department: Athletics

Position reports to: Athletic Director

FLSA Status (Exempt/Non-Exempt): Exempt

Full-time/Part-time: Full time

Start date: August 1, 2022

Position Summary:

As a key influential person at St. John's Northwestern Academies (SJNA) you have the opportunity to play an essential role in a young person's life. Because SJNA is a boarding school, you have unique opportunities not present in traditional day-school settings. Also, the demands placed on administrative and academic members at SJNA exceed those of a traditional day school. At SJNA, one must think beyond their immediate environment and understand their role as more than just a job but a vocation that is a rewarding experience. This position is a full-time administrative, 10-month position.

Position Specific Requirements:

- Lead, administer, and coordinate all aspects of the Intramural Sports programs.
- Develop, track and evaluate program goals.
- Create a positive experience for students by promoting fair play, good sportsmanship, relationship building, and FUN!
- Support the Athletics Director and Physical Education teachers with necessary facility supervision, administration and operational duties.
- Support the Academies' comprehensive wellness program with daily administration and operational duties.
- Student success is the cornerstone of the Academies' culture, as such, employees may be assigned to other areas or additional duties to foster this success.
- Plan and coordinate weekend activities for chaperones assigned to support student activities; some weekend assistance may be required.

RESPONSIBILITIES

Essential Duties:

- The primary responsibility of administrators and educators is to provide **high-quality education to students** in a safe, well-managed, inclusive atmosphere; this also requires proper classroom preparation. Administrators and educators need to be available before and after school for students who may need additional help. In dealing with students, all employees need to be fair, respectful and use sound judgment when dealing with discipline issues.

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- All administrators and educators must provide leadership and guidance through the **Advisor Program**. In this program, adult leaders are to build healthy and appropriate relationships with the students, encourage them, and provide advice as needed.
- All employees must be **effective communicators** and **team-oriented** within the institution and with those whom we serve outside the Academies. Everyone needs to be proactive in their communications, appreciating that communication reciprocal and that seeking and receiving information is just as important as sending it out clearly. This includes reaching out to parents regularly to keep them aware of their student's progress and promptly returning parent phone calls and emails. All employees must work cooperatively with and in support of their peers, RFOs, advisors, parents, and all others in service to the best interests of the students. Overall actions, direction, and intentions should support the Academies' mission.
- All employees are also required to be **effective academic administrators**. Attendance needs to be taken promptly and accurately at the start of each class period in the online School Information System (SIS). All employees must support the Academies through supervision of **extracurricular activities and by providing support for social events (chaperone duty)**.
- All administrators and educators must **support the structures of the Academies**. Both the military structure and the prefect structure are designed to support the education and development of the students. Therefore, employees need to work within those structures, supporting both at all times. While each teacher needs to express their own leadership in their classroom, it must include and support the philosophies of both Academies.
- All administrators and educators are **expected to work toward continuous improvement** of their knowledge and practice within their areas of responsibility and learning through professional development opportunities, both those presented by the school and through their own personal initiative. Appreciating that serving others is both an art and a science—demanding continuous improvement, reflective practice, and an experimental mindset—is an important and expected disposition for an SJNA faculty and staff member.

Supervisory Duties:

- Learning Commons (study hours)
- Summer Day Camp (depending on enrollment)

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QUALIFICATION REQUIREMENTS

Knowledge/Skills/Abilities:

- Should have strong interpersonal skills, organizational skills, and desire to make a difference in a young person's life.
- Must have the ability to supervise students in a safe, healthy, and controlled manner.
- Must have an appreciation for the importance of building and maintaining positive relationships with students to facilitate effective learning.
- Should demonstrate integrity and strong moral character.
- Must be able to work both independently and within a team.
- Should be technologically competent by modern workplace standards (email, word processing, find and utilize online resources, be able to learn online gradebook and SIS, etc.).
- Project planning or curriculum development skills.
- CDL desired, but not required.

Education/Experience:

- Associate's or Bachelor's degree desired, or
- Experience in related field may also be considered

Interested applicants should email their resume to: careers@sjnacademies.org