

Williams Bay School District

Position Title: Athletic/Activities Director & Community Engagement Coordinator

Reports to: District Administrator

Job Goal:

The Athletic/Activities Director & Community Engagement Coordinator is responsible for the middle and high school athletic and activities programs as well as being responsible for developing and managing activities and programs that serve to provide educational opportunities to the entire community.

Required Qualifications:

- Wisconsin teaching license preferred.
- Bachelor's degree in Teaching, Recreation Administration, or a closely related field.
- Master's degree in Athletic Administration and/or Certified Athletic Administrator certificate preferred.
- Athletic Program management experience.
- Strong background in community program development and evaluation.
- Proficient written and verbal communication skills with the ability to communicate positively and effectively.
- Experience in managing a budget.
- Experience in arranging workshops, classes, or projects.
- Ability to work independently and be self-directed.

Core Tasks:

- Coordinate 4K – 12th grade athletic, fine arts, enrichment, and other learning opportunities including organizing teams, camps, and other learning opportunities within the school year as well as the summer.
- Organizing activities that bring community members into the district facilities including adult classes that access District resources such as those in the Industrial Technology, Family and Consumer Education, and Art Departments
- Coordinating activities with community organizations and making those activities accessible to all community members.
- Oversee the use of all facilities, including the Fitness Center, and expand that use by the community.

General Responsibilities:

Athletic/Activities Director

- Evaluate the interscholastic athletic and activities program; evaluate the performance of the Head Coach/Advisor on an annual basis, within thirty (30) days of the completion of the season. Assist the Head Coach/Advisor in evaluating the assistants and volunteer coaches. Submit the coaching evaluations to the Middle/High School Principal and/or his/her designee.
- Approve all purchase orders dealing with the activities and athletic programs and be responsible for the athletic department inventory. He/she will supply budget figures and information to the Middle/High School Principal.
- Schedule the use of the facilities and employ qualified officials for the interscholastic athletic programs.
- Hold periodic meetings with all those involved in interscholastic athletics and activities to maintain a consistent application of the school's athletic policies and procedures.
- Assume the responsibility of supervision of coaches, advisors, students, and fans/audience.
- Be responsible for the purchase and care of all athletic and activities equipment.
- Take an active part in determining the assignments of all coaching staff and advisors. The Activities/Athletic Director shall recommend coaching and advisor personnel for the coming year.
- Formulate athletic and activities schedules.
- Arrange for all co-curricular transportation.
- Obtain all game workers as necessary and supervise preparation for all home sites.
- Arrange all ticket sales, collection, and depositing of money collected at events, as necessary.
- Coordinate all necessary paperwork to begin each session: waivers, physicals, medical emergency card, eligibility sheets.
- Coordinate all aspects of the athletic banquet and/or awards event.
- Perform other duties as may be assigned.

Community Engagement Coordinator

- Plans, organizes, schedules, markets, monitors, and evaluates a variety of community education activities based on community needs and interests.
- Communicates regularly with residents and agency/organization representatives within the Williams Bay area to identify the needed/wanted community education activities.
- Assists with the recruiting, hiring, training, and evaluating of instructional personnel for the Community Education Program.
- Develops activity information sheets and descriptions.
- Registers students in community education activities.
- Develops and distributes promotional/marketing materials.

- Represents the Williams Bay School District at community functions and meetings and maintains communication links with community leaders, agencies, organizations, and businesses.
- Communicates with Williams Bay School District staff as well as individuals of community facilities where activities are held.
- Arranges and schedules facilities, equipment, and instructional materials needed for the various community education programs. This may include, but not be limited to, transporting equipment and materials to facilities where appropriate.
- Evaluates community education programs and class offerings to ensure that student needs are met.
- Follows all Williams Bay School District policies, procedures, and safety regulations.
- Assists in the preparation of the Community Education Program budgets and reports as requested.
- Performs other responsibilities and assumes other duties as assigned by the Superintendent of Schools.

Evaluation:

Performance of this job will be evaluated annually per provisions of the Board of Education's policy on evaluation of certified staff.

APPROVED: February 22, 2021