

Job Description
Director of Athletics
Girard College

Girard College is a full-scholarship boarding school for academically capable students from qualified families of limited financial resources. Girard College's mission is to prepare scholarship students for advanced education and life as informed, ethical and productive citizens through a rigorous education program that promotes intellectual, social and emotional growth. Girard College students will be prepared to complete a bachelor's degree in order to maximize their ability to pursue productive careers and be engaged citizens.

Reporting to the Vice President of Student Life, this position serves as a critical member of the Student Life team and has general responsibilities for assuring the athletic activities conducted at Girard provide opportunities for organized competition, physical activity in various ways, and wellness habits that will last a lifetime. This professional will also be the liaison between athletics and the academic and residential programs, as these programs, when combined, will enrich the lives of students and positively impact both academic success and the ability to connect with the Girard student community.

Responsibilities

- Coordinate with the Vice President, deans, other administrators, and staff to ensure excellence in athletic/wellness programming.
- In collaboration with the Vice President and Dean of Residential, provide oversight and review of the athletic budget, including review of program purchase requests and appropriate reimbursement requests.
- Oversee the development, coordination, and implementation of athletic schedules, transportation, and policies
- Establish physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility
- Oversee the scheduling, utilization, and inventory of athletic fields, facilities, and equipment
- Plan and implement campus-wide activities such as Cavalier Day (fall field day).
- Function as College contact for league and state affiliation organizations for varsity sports.
- Plan and host yearly athletics banquet.
- Work with Human Resources to identify coaches for each varsity sport.
- Other duties as assigned

Requirements

- Ability to collaborate all necessary Girard College staff in order to support the athletics needs of the Girard students.
- Demonstrated understanding of child and youth behavioral concerns.
- Attention to details of planning and execution of activity plans, and flexibility when plans change.
- Undergraduate degree in education, physical education (or related field) required. Advanced degree preferred.
- Interest in continuing to grow professionally and to help others do the same.
- Proficiency with a number of technological tools currently used for various educational and recreational purposes in order to support activities that may use such tools.
- Must have a valid driver's license and the willingness to transport students as required

Candidates should email a resume and cover letter to jobs@girardcollege.edu.