

AISV JOB OPPORTUNITY

ATHLETIC DIRECTOR

UPPER SCHOOL (GRADES 6 - 12)

Upper School Campus, Subačiaus g. 41, Vilnius

OVERVIEW - PRIMARY PURPOSE OF THE POSITION

The Athletics Director is responsible for the strategic and operational oversight of the school's secondary athletic programs, ensuring coherence and excellence from grades 6 to 12. This role involves organizing and coordinating athletic activities, scheduling competitions, maintaining facilities, and fostering school spirit through athletic events and community-building initiatives. This role is designed to be combined with another part time instructional or coordinating role (Athletic Director 50%, Other 50%).

DUTIES AND RESPONSIBILITIES

- Plan, organize, and oversee all secondary school athletic activities, including after-school programs, competitions, and tournaments (CEESA, VISSA, and Nordic organizations), ensuring alignment with school values and grade-level coherence.
- Schedule games with local and international clubs, coordinate travel arrangements, arrange officials, and provide appropriate competition for all three athletic seasons.
- Supervise PE facilities, manage work requests, and recommend improvements to ensure safety and optimal usage.
- Recruit, hire, and evaluate coaches for competitive teams, ensuring professional standards and coaching effectiveness; organize seasonal try-outs and finalize team compositions with coaches.
- Lead the AISV Athletic Student Council, developing student leadership among captains and volunteers to foster community spirit and organize monthly activities.
- Plan sports awards ceremonies that celebrate achievements and uphold AISV values, while overseeing uniform design and procurement within budget limits.
- Collaborate with the Activities Director to plan sports-related after-school activities and assign student/parent volunteers for events as needed.
- Manage the athletic program budget, submit expense recommendations, and oversee financial planning for travel, housing, and safety/security during tournaments.
- Maintain strong relationships with other Athletics Directors, ensuring integrity in interscholastic competitions and compliance with organizational rules.
- Perform additional duties as required.

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KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational and leadership abilities to oversee programs and foster student-athlete growth.
- Experience in managing interscholastic athletics and familiarity with CEESA, VISSA, and Nordic rules.
- Excellent communication skills to work effectively with students, parents, coaches, and other schools.
- Proficiency in scheduling, budgeting, and operational planning.

PREFERRED QUALIFICATIONS AND/OR WORK EXPERIENCE REQUIREMENTS

- Bachelor's degree in Physical Education, Sports Management, or a related field (Master's preferred).
- Previous experience as an Athletics Director or similar role, with a proven record of organizing tournaments and managing budgets.
- Commitment to school values of excellence, integrity, and community in athletics programs.