



THE MIAMI VALLEY SCHOOL

Position Summary

Title: Director of Athletics

Reports to: Head of School

Overall Function:

To provide a high quality, competitive program that enriches the lives and enhances the educational growth of students in grades 4-12; promotes the image of the school; and supports the academic mission.

Primary Responsibilities:

1. Model collaboration, discipline, business performance consistent with the school's mission and values.
2. Ensure that all coaching positions are filled with competent coaches who are properly trained and evaluated.
3. Maintain and update the athletic handbook for student athletes, coaches, and parents.
4. Ensure the proper maintenance and security of all athletic equipment and athletic facilities, working in coordination with the director of facilities and campus grounds.
5. Oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
6. Provide an environment for the health and safety of all students in the athletic program; coordinate school trainer; coordinate strength and conditioning and athlete wellness.
7. Ensure the school is in compliance with the regulations and standards of the OHSAA and other leagues for which the school is a member.
8. Provide the scheduling of all athletic contests, arrange for athletic transportation, and hire all game officials.
9. Represent the school at appropriate local, state, and national athletic associations.
10. Maintain records of team and individual athletic accomplishments.
11. Manage the MVS Athletic Hall of Fame, which includes chairing the MVS Athletic Hall of Fame Committee that nominates and selects candidates. The Director of Athletics will notify the recipient(s) and make arrangements for the induction ceremony currently held in conjunction with the Distinguished Alumni Dinner during Homecoming weekend.
12. Coordinate athletic department's role for Homecoming.
13. Support the implementation of the marketing plan, providing the communications office with information for the public recognition of athletic accomplishments.
14. Work closely with administration on long-term planning for facilities and program offerings.
15. Manage the department's budget.
16. Responsible for event coverage and coordinating event coverage; event manager, clock, book, gate collection etc.
17. Responsible for athletic facility rentals and assigning site manager coverage.

Qualifications:

- 4-year college degree
- Certified Athletic Administrator
- Competency in understanding physiological developments of the human body
- Experience in marketing and recruitment
- Organized, outgoing, service-oriented, strong communication skills, and attention to detail
- Excellent computer competency

Interested candidates should electronically submit a completed [MVS employment application](#) and their credentials, including a letter of interest, resume, and list of references, to Mario Carrillo at mario.carrillo@mvschool.com by February 10, 2017.