



# Columbus Academy

## Assistant Director of Athletics for Youth Sports

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a full-time Assistant Director of Athletics for Youth Sports with responsibilities to begin in July 2021. This is a highly visible position and plays a critical role in providing the direction of youth sports at Columbus Academy. As a member of the athletics administrative team, this Assistant Director will have sole responsibility of the programming for youth sports along with creating new athletic initiatives for young students at Columbus Academy. This Assistant Director is expected to manage all matters relating to lower and middle school sports as well as provide support for upper school games and/or events. This position supports the daily operations of the entire athletic department – especially those pertaining to practices, games and athletic events.

**Qualifications** (preferred candidates will possess many of the following qualities):

- Bachelor's degree required, master's degree preferred
- Excellent oral and written communication skills when relating to coaches and families
- Ability to work independently and manage multiple responsibilities simultaneously
- Strong organizational and documentation skills
- Experience as a coach in middle school and/or upper school athletics (candidate may be required to coach a team)
- Proficient technology and computer skills
- An understanding of the important balance between academic success in a vigorous academic setting and the quest for developing students athletically
- Appreciation for the critical importance of diversity, equity and inclusion initiatives as part of the core values of Columbus Academy
- Knowledge of athletics and superb judgment
- Capacity to make and stand by difficult decisions while mindful of the need for fairness, consistency and the impact of each decision on individuals and the broader community
- Record of fostering excellence in student-athlete development
- Ability to foster collaboration and productive partnerships with a broad range of constituencies, both within and outside the institution
- Proven skills as a manager in a complex organization
- Demonstrated ability to develop coaches and provide successful oversight of people and space

- The flexibility, managerial creativity and resiliency required to achieve results in an intricate organization
- A high degree of self-confidence and the ability to face challenges calmly

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Provide direction for all youth sports initiatives, programming and special projects assigned by the athletic director
- Provide exemplary and visionary leadership and role-modeling for sustaining a culture of professionalism, integrity and respect at all levels
- Lead the youth sports programs and provide a strategy by setting goals, stimulating program development, allocating resources, assessing students and developing appropriate policies to foster success
- Respond to and anticipate – in innovative and creative ways – the needs of students, and to partner with the Parents' Association of Columbus Academy for a quality youth sports program
- Foster a welcoming environment that promotes and celebrates all dimensions of differences and diversity (this expectation will be executed with innovative athletic programming for students and working closely with campus partners to ensure these values are part of a holistic approach to developing diverse student-athletes)
- Lead the management and operation of the athletic facilities including a fieldhouse, weight room and wellness area, gymnasiums, pool, outdoor fields, tennis courts and a running track (individual will be responsible for daily site supervision and available to work year-round as well as on weekends and evenings)
- Assist the Director of Athletics in developing and implementing departmental policies
- Manage the inventory of equipment and uniforms for youth sports programs
- Assist athletic department with gameday setup and event management
- Recruit and manage key personnel including coaches and event staff
- Eagerness to perform other duties as assigned that are needed to help drive our vision, fulfill our mission and abide by the values of our school

**Physical Conditions** (candidates must be able to manage the following conditions):

- Capable of handling storage bins and sports equipment
- Mobility around school buildings and on different floors (handicap accessible)
- Periodic need to move light equipment, carry objects (no more than 40 pounds), etc.
- A non-smoking environment

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.