



American International School of Zagreb

Accredited by the Middle States Association of Colleges and Schools
Authorized by the International Baccalaureate

AISZ ACTIVITIES and ATHLETIC DIRECTOR (80% ACAD; 20% teaching) JOB DESCRIPTION

The K-12 **AISZ Activities and Athletics Director** is responsible for the general coordination of activities and events listed below. Other activities may occur during the school year, which upon the recommendation or approval of the Director, may be considered to be further responsibilities of this position. NOTE: The person in this position will be provided administrative support for organizing logistics, communications and budgeting.

The Activities and Athletic Director directly reports to the Director of AISZ. Role performance is reviewed annually.

- **Athletics**

Responsible for

- Proposing and managing the athletics budget and athletics offerings
- Recruiting and management of coaches in the school
- Development of athletics student committee within the HS Student Council
- Updating and maintaining the athletics handbook
- Giving input to hiring managers for coaching needs each October
- All community communications regarding athletics
- Designing athletic seasons and the scheduling of athletic events both in Zagreb and abroad
- Ensuring safeguarding protocols are in place and practiced for all athletic events.
- Vetting all external vendor coaches/trainers
- Creation of competition schedule for each sport each season
- Oversight of athletic facilities and bookings of athletic facilities
- Oversight of the fitness center
- Caretaking for all sports uniforms (purchasing, inventory, storage)
- Updates to communications platforms like website and newsletters
- Organizing the annual ASA fair
- Responsible for the purchase, maintenance and supervision of the fitness room
- Work with procurement/facilities assistant for scheduling of outdoor athletic facilities and the gymnasium/fitness
- Liaise with the PE staff with regards to purchasing common equipment (e.g. basketballs)

- **After-School Activities**

Responsible for:

- Designing and organizing the ASA seasons in Fall and Spring
- All communications and logistics related to ASAs
- Decision maker for final ASA decisions on offerings
- Managing and supervising ASA leaders
- Liaising and organizing external vendors for ASAs
- Proposing and managing the ASA budget
- Updates and writeups for the newsletters and websites
- Organizing the annual ASA fair and ASA recruiting in homerooms

This section below is vague and I think it's too much to expect them to be field trip organizers. The CEESA part is included in the athletics



American International School of Zagreb

Accredited by the Middle States Association of Colleges and Schools
Authorized by the International Baccalaureate

- **Representative for CEESA** (Athletic and non athletic CEESA activities)

The Activities and Athletic Director serves as a liaison between the school and CEESA in planning and coordinating events involving AISZ students.

A. Meet with other International School Activities and Athletic Directors from CEESA to complete the following tasks:

1. Plan activities/athletic year calendar.
2. Evaluate, monitor and develop appropriate rules and guidelines for events.
3. Evaluate, monitor and develop appropriate rules and guidelines for student/advisor travel.
4. Evaluate, monitor and develop appropriate rules and guidelines for host family participation as applicable
5. Evaluate, monitor and develop appropriate rules and guidelines for student behavior.

B. Promotion and organization of CEESA events including events outside of Croatia

1. Work with school administration to decide which CEESA events shall include AISZ participation
2. Organize all aspects of CEESA related travel logistics related to student CEESA events.
3. Distribution of CEESA information to school community and manage signups and payments
4. Ensure that there is communication between the school and CEESA office.
5. Work with business office assistant for arrangement of travel and lodging reservations for CEESA Conference.
6. Serve as point of contact for all hosted events related to CEESA

- **Hosting CEESA Events**

Serve as overall site administrator for all teams, coaches, chaperones, host parents throughout the duration of the event.

1. Select committee for each event and divide assignments amongst members.
2. Send out participation invitations to schools within CEESA.
3. Promote and schedule host family housing for all visiting students.
4. Provide information and guidelines to host families as applicable.
5. Provide materials and information for all visiting schools.
6. Schedule lodging facilities for all advisors/chaperones.
7. Work with procurement/facilities assistant for provision and scheduling of facilities and transportation.

- **Finances**

1. Recommend items and amounts of expenditure to the Director.
2. Communicate with Business Office on student and advisor/chaperone payment of trip fees.
3. Work with Business Office to develop a yearly budget for Activities and Athletic Department.

Special Community Events Organizer

- Ski on Sjeme Grades 5-12
- Stroll & Strudel (March) all community event
- October family tennis tournament
- Support annual BBQ for community (in conjunction with business office and administration)

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee not the AISZ to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.