**Title:** Assistant Athletic and Activities Director  
**Department:**  
**Updated:** March 2016

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<th>Reports to:</th>
<th>Number of Direct Reports:</th>
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<tbody>
<tr>
<td>Athletic and Activities Director</td>
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<td>Beirut, Lebanon</td>
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**Job Summary**
Coordinates and executes a variety of tasks to ensure efficient operation of the office. Assists the Athletics and Activities Director in organizing and implementing an athletic program, Activity Program and Week Without Walls Program that will result in students achieving emotional, social, and academic success in accordance with ACS policies.
Serves as a liaison between, and communicates effectively with, the Athletic & Activities Director, school principals, other administrators, the greater school community, students, parents, and local and international contacts.
Promotes and attempts to achieve a positive image, the school’s mission, department goals, and a welcoming environment.
S/he Handles information in strict confidentiality.
S/he is committed to building community within the Athletic and Activities Department at ACS.

**Duties & Responsibilities**

- Assist the Athletic and Activities Director in developing and implementing all school Athletic and Activities Programs, High School WWW Program, and Athletic Facilities Operations.
- Assists with ordering, distributing, and collecting all team uniforms.
- Assists in the scheduling, planning, and execution of all games, races, meets, matches, tournaments, and events hosted by ACS or sponsored by ACS.
- Schedules all local team games before the season begins or as early in the season as possible, works with local schools and AD’s to develop a calendar for games, tournaments, and contests for the current year.
- Schedules and pays referees for all home games.
- Issue all invoices related to student travel, Athletics, Activities, and other Athletic and Activity Department Events.
- Edits and files all correspondence relating to athletic events, activities, and afterschool sports activities.
- Assists in the collection, distribution, and maintenance of athletic teams and activity club paper work and data.
- Communicates with visiting schools, coaches, parents, school officials (rosters, travel information, details) for planning of local and international athletic and activity events.
- Collects all necessary visa application information.
- Answers telephone, takes and delivers messages to the Athletic Department.
- Coordinates appointments with staff, students and parents.
- Issues bus requests for out-of-school sports and traveling teams.
- Edits and updates Athletic department school publication materials.
- Assists, attends, executes, and follows-up in the preparation of the Athletic Awards Nights.
- Assists in keeping, booking, and maintaining the Athletic and Activity Office calendar.
- Edits correspondence and communicates with Arabic and French speaking local and international contacts.
- Communicates if necessary in Arabic with local athletic or activity contacts.
- Assists in the purchasing of local and international equipment.
- Communicates, creates, edits, and maintains effectively through electronic media. (Email, Google Apps, Veracross, other).
- Attends local sports organization meetings and attempts to build local leagues.
- Assists the Athletic & Activities Director in involving ACS in the Ministry of Education athletic contests.
- Executes game setup, timing, and scoring for athletic events at ACS including the volunteers to work the scores table at Basketball and Volleyball games.
- Assists in the coordination of outside facility rental and the scheduling use of ACS Facilities.
- Coordinates with the Facilities and Operations Director to assign security guards for all athletic events that additional security is necessary.
- Assists the AD in evaluating coaches and sponsors.

**Job Requirements**

**Education:** Bachelor’s degree in a related field

**Experience:** Teaching experience in a related position
Experience with current best practices, current teaching materials, and current instructional strategies as well as recent professional growth activities.
Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Flexibility/adaptability
- Reliability
- Initiative taking
- Computer literacy
- Communication skills
- Team player
- Accountability
- Critical thinking
- Problem solving
- Culturally/diversity sensitive

**Specific:**
- Sensitive to school culture

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<tbody>
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<td>Employee</td>
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