



**Athletics Administrative Assistant**  
Sarasota, FL

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Located on two campuses totaling 95 acres in beautiful, Sarasota, Florida, The Out-of-Door Academy (ODA) is an independent, coeducational, college preparatory day school serving 800 students in pre-kindergarten through twelfth grade. At Out-of-Door, students are happy, engaged, and excited about their academic, artistic, athletic, and personal growth. A talented and dedicated faculty challenge students to reach their full potential while providing a high level of individual guidance and support. The school's rigorous and innovative academic program ensures that learning is both meaningful and lasting. Robust offerings in the arts, athletics and service learning enrich the ODA experience and provide opportunities for students to discover and develop their unique interests and talents. Graduates leave Out-of-Door not only academically prepared but also with the strength of character and passion for learning that provide a strong foundation for future success in higher education and in life. Out-of-Door's core values: Respect, Integrity, Service, Excellence, and Responsibility are the foundation of our school community.

Out-of-Door maintains a commitment to diversity, equity, inclusion, and belonging along with our core values of respect, integrity, service, excellence, and responsibility. We aim to understand, engage, and celebrate the broad range of human experiences, perspectives, and identities that make up the ODA community. We believe that a diverse and inclusive community is essential to ensuring a comprehensive, global education that cultivates leaders of strong character.

Out-of-Door was founded on Siesta Key in 1924 to serve students in pre-kindergarten through eighth grade. In 1996, a second campus in the Lakewood Ranch area of Sarasota was acquired to accommodate the addition of an upper school. Both campuses have evolved and developed to meet the needs of a growing enrollment as well as to enhance and enrich the experience of every student at ODA. Today, the five-acre Siesta Key campus is home to the Lower School (PK-5), and the 90-acre Uihlein Campus in Lakewood Ranch houses both the Middle and Upper Schools. Facilities include interactive technology in every classroom, a fine and performing arts center with a black box theater, a student and STEM Center, a competition gymnasium with a wellness center, a field house, a lighted stadium, tennis courts and a practice complex.



The Out-of-Door Academy seeks an ***Athletics Administrative Assistant*** to work directly with the Director of Athletics and the Athletic department. The successful candidate will need to have comprehensive experience with Microsoft Office Suite and Google Apps, including proficiency in Google docs, calendar management, spreadsheets, scheduling, etc. The candidate should have proven experience in an executive level administrative support role in a fast-paced office environment. The ideal candidate will be well-organized, detailed-oriented, confidential, responsible, and able to work independently while possessing the ability and desire to understand and engage in supportive

relationships. We expect all employees of The Out-of-Door Academy to live the school's mission and core values of respect, integrity, service, excellence, and responsibility.

## **Qualifications**

### **Experience, Skills & Knowledge**

- High school diploma required; Bachelor's degree preferred.
- A minimum of three to five (3-5) years of administrative support experience, ideally in an independent school setting.
- Keen attention to detail and the ability to maintain discretion with respect to confidential information is essential.
- A self-directed individual who is solution oriented, flexible and works well with teams and individuals while maintaining a professional and positive attitude at all times.
- Must possess strong communication and organizational skills.
- Proficient with technology including Word, Excel and the Google drive platform.

### **Personal Attributes**

- An honest person who will live the school's values and who effectively blends candor, care, and empathy in dealing with others, and whose style is rooted in honesty, transparency and collaboration.
- An approachable, collaborative professional, who values teamwork, builds meaningful relationships, listens well, and respects differences of opinion.
- A thinker who possesses excellent communication skills and a high level of emotional intelligence.
- A hard-working professional who thrives in a fast-paced work environment with high expectations.

### **Compensation and Benefits**

This is a 12-month full-time exempt position beginning in July 2022. Compensation is highly competitive and commensurate with experience and includes a comprehensive benefits package.

At Out-of-Door, we value a diverse workforce. Applicants of any race, creed, physical ability, color, religion, sex, age, gender, sexual orientation or national origin are encouraged to apply. Once an offer is accepted, the position will require the successful completion of a national background screening and drug testing.

### **Other**

External candidates will be required to complete a video submission interview through the SparkHire platform. Once an application has been received, instructions on completing the video submission will be provided through an email. A candidate application will be considered complete once this video submission has been received.