



The  
Frederick  
Gunn  
School

## DEPARTMENT OF ATHLETICS - ASSISTANT ATHLETIC DIRECTOR & EQUIPMENT MANAGER

[gogunn.org](http://gogunn.org) | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 and a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature, students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness, and an active participant in advancing equity and inclusion.

### **Summary**

The Assistant Athletic Director and Equipment Manager will support the Director of Athletics with various day-to-day duties in two areas of the athletic department. In the first, they are responsible for assisting the Athletic Director with managing all athletics practices and games and promoting the athletic program as an integral part of the education process. In the second, they will be responsible for managing and coordinating all operations of the Equipment Room for Athletics, including maintenance inventory, purchase of athletic equipment and uniforms, and supervision of the equipment room.



### **Primary Responsibilities:**

- Assist with Inventory Management and Procurement (Athletic Equipment, Supplies, Uniforms, etc.)
- Assist with Game and Practice Scheduling
- Coordinate practice schedules for gym and fields.
- Coordinate and participate in game day event management and production with relevant athletics, facilities, and operations staff for assigned sports (afternoons, nights, and weekends).
- Write and post alerts and/or messages to students, parents, and families in regards to athletic updates, cancellations, changes, etc.
- Assist in The Frederick Gunn School's special events, including but not limited to, Alumni Days, Senior Days, Rivalry Days, Athletic Hall of Fame induction, etc.
- Provide coverage of various home and away contests throughout the year

### **Equipment Manager**

- Oversee all aspects of equipment room operations, including laundry (such as daily practice gear, uniforms, and pinnies; AT Room towels; home event towels/table drapes), inventory and equipment issue for Athletics (athletes and staff).
- Maintain and update all equipment room policies and procedures.
- Coordinate team purchasing requests for Athletics and serve as Department contact for equipment orders, delivery, and distribution.
- Adhere to all financial and purchasing policies and procedures implemented by the athletic department and Business Office.
- Help set up game fields.
- Attend all meetings held by the Department of Athletics related to day-to-day operations and upon request.
- Establish and maintain a computerized inventory of athletic apparel and equipment.

### **Key Skills and Capabilities**

- Unwavering attention to detail. Knowledge of document management and retention best practices.
- Excellent customer service and interpersonal skills displaying a positive and can-do attitude that supports the mission of the team. Ability to be a team player. Professional appearance and demeanor.
- Highly proficient in Google Suite. Able and willing to learn new programs.
- A willingness to help where needed, being flexible to support other departments.
- Strong attention to detail and problem-solving skills with the ability to prioritize and work under time constraints with deadlines.

### **Key Relationships**

- Coordinates with the Director of Athletics in devising the Office's master calendar each academic year (practices, games, and special events).



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- Partners with coaches of teams to provide year-round programming for athletic development

### **Qualifications**

- Able to work in all weather conditions.
- Ability to lift 50+ pounds regularly, stand or walk for long periods of time, and shovel snow.
- Works well in a team environment.
- Ability to work well with peers and managers.
- Ability to work independently and multitask effectively.
- Ability to communicate effectively with a positive attitude.
- Bachelor's Degree in sports management, human performance, physical education, exercise sciences preferred

### **Compensation and Benefits**

Reports to the Director of Athletics. Hours fluctuate by season but are approximately 11:00 am -7:00 p.m., Monday through Saturday. Competitive salary. Benefits include, but are not limited to: Medical and Dental and life Insurance, Employer-sponsored retirement plan, paid time off, tuition remission, and meals in the dining hall when school is in session.

### **To Apply:**

- Email cover letter, resume, and three professional references to [athletics@frederickgunn.org](mailto:athletics@frederickgunn.org).
- Applications will be accepted through October 21, 2022.
- Finalists will be interviewed October 31-November 4, 2022.

**Start date:** As soon as possible but no later than November 28, 2022.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*



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*BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*

## **Core Values**

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

\_\_\_\_\_ We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.