



POSITION: Athletics & Aquatics Departmental Assistant
CAMPUS/DIVISION: High School/Athletics & Aquatics Department
REPORTS TO: High School Principal and Sport Instructor
JOB OPENING: 20 February – 17 March 2023

PURPOSE:

Under the supervision of the High School Principal & Sport Instructor, the Athletics and Aquatics Departmental Assistant is responsible for assisting the HS and MS athletic programs by communicating directly with sport instructor and coaches, maintaining team schedules, coordinating facilities needs at athletic venues, managing and preparing equipment, scheduling competitions, and securing hired officials for games and tournaments.

QUALIFICATIONS AND EXPERIENCES

1. Indonesian citizen
2. Minimum Bachelor's degree with a minimum of 2 years of experience in the related field
3. Ability to communicate effectively in English and Indonesian
4. Demonstrated understanding in health and safety management
5. Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), PowerSchool, Macintosh Computer, and the Google Suite.
6. Measurable history of organizational knowledge and skills at performing multiple tasks simultaneously with minimum supervision
7. Successful experience in collaborating with others, working in teams, and liaising with other departments
8. Proven ability to have strong public relation skills, self-motivating, problem-solving skills essentials, and intercultural communication skills
9. Demonstrated ability to work collaboratively with others of various cultural backgrounds
10. Demonstrated experience and comfort level with adolescents especially in instructional settings
11. Helps maintain a positive and friendly working atmosphere with others
12. Demonstrated ability to identify, manage and initiate projects without direct supervision
13. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Working with the below schedule:
Monday - Friday, 12:00 PM - 7:00 PM & Saturday, 7:00 AM to 1:00 PM (when school is in session) and
Monday - Friday, 07:15 AM - 3:30 PM (when school is not in session)
2. Preparing sports equipment and facility needs for all team practices and games via regular communication with Athletic Directors and Coaches.
3. Responsible for maintaining a yearly inventory report for HS Athletics to include sports equipment, fitness related items, athletic electronic equipment, team uniforms, and miscellaneous athletics' related items.
4. Responsible for communicating with local schools and sports clubs, and athletic associations to confirm competitions for friendly games, tournaments, and the hiring of officials and referees for all sports.
5. Ensuring the safety of all Cilandak athletic facilities by implementing and enforcing all fire and safety rules, and schoolwide and Athletics Department policies.



6. Performing periodic maintenance checks of all facilities and reporting back to the Direct Supervisor for any infractions, safety concerns, and facility maintenance needs.
7. Assisting the HS Athletics and Aquatics Secretary as needed.
8. Daily meetings with the Direct Supervisor that include communication with the HS Athletics and Aquatics Secretary
9. Instructing the custodial staff for their daily duties to assist the preparation and clean up for HS and MS Athletics programs.
10. Instructing, coordinating, and manage the custodial staff assigned to help with multi-day tournaments and IASAS events.
11. Selecting and hiring of officials for all games, tournaments, and IASAS events where local referee/official associations are available.
12. Creating work orders for all Cilandak athletic facilities as needed.
13. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
14. Performs other related duties and assuming other responsibilities as assigned by the Sport Coordinator or High School Principal, including, and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id.