

Job Announcement

2024-2025

The International School of Düsseldorf (ISD) is a well-established, not-for-profit, forward-looking, K-12 IB World School (PYP, MYP, DP), in one of the most desirable locations in Europe. We are an international community of learners who work together to inspire our students to be confident, creative, critical and compassionate thinkers. The school is accredited by both the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

The following position is open to applications for the following position:

Activities (ASA) Coordinator and Sports & Activities Administrative Assistant

(Full-time, Starting June 1, 2024)

Please see the job description.

Requirements and desired characteristics of position holder:

- Qualification and experience in a related field (education, sports management, camp administration, etc.)
- Excellent communication and interpersonal abilities.
- Knowledge of the German language is preferred but not essential
- Excellent task-management and organisational skills
- Experience working with Google Suite
- Experience in website management and development
- Entrepreneurial mindset for developing a vision for the future of ASA programme

Application Procedure:

- A letter of application no longer than two pages outlining your strengths as a candidate
- A current CV not to exceed two pages
- Applications should be submitted in **one PDF file** to: Marie Willis, HR Director willis@isdedu.de and marked with the name of the position you are applying for in the subject heading.

Closing date for applications:

30.4.2024

Job Description

Activities (ASA) Coordinator and Sports & Activities Administrative Assistant

Reports to: Director of Sports & Activities

Group: Administrative Office Staff

Scope of the Position:

This individual plays a vital role in enhancing the student experience and fostering a sense of community within the school.

The main tasks of the position include leading our Activities programme and administratively supporting the Sports and Activities programme at ISD in its daily operation. The position holder will be passionate about providing opportunities for young people, strongly committed to the wellbeing of children, skilled in ensuring the smooth operation of the After School Activities (ASA) programme and an adaptable team player ready to deal with unforeseen events.

The Activities Coordinator/ Sports & Activities Administrative Assistant will need to demonstrate flexibility and be available during selected nights, weekends and during the summer months.

Position Responsibilities:

a. Activities coordination

Responsible for planning, organising and coordinating the after school activities (ASA) programme.

The coordinator will work closely with the Sports and Activities Department, ASA instructors, external organisations, teachers, students and parents to ensure a diverse range of activities that cater to the interests and needs of our students.

b. Database and website management

Management of the online registration database, for ISD extra-curricular activities including technical support for parents/players/students as needed in ISD's extracurricular programme.

Management of the ISD sports and activities online presence ensuring schedules, upcoming events, pictures and results are updated regularly.

c. Housing / hotel coordination for NECIS events

Managing the housing and hotel process for NECIS sporting events. This includes regular communication with other NECIS schools, parents, hotels and others as needed. Assure strict adherence to the established child protection procedures during sporting events.

d. Staff Management

Ensure all staff have the required qualifications, work permits, reference checks and training as required by ISD safe recruiting requirements. Facilitate information sessions and training for staff as appropriate.

e. General

Implement improvements based on feedback and observations. Ensure that the ASA programme remains in alignment with ISD's vision, mission and core values.

Requirements and desired characteristics of position holder:

- Qualification and experience in a related field (education, sports management, camp administration, etc.)
- Excellent communication and interpersonal abilities. Knowledge of the German language is preferred but not essential.
- Excellent task-management and organisational skills
- Experience working with Google Suite
- Experience in website management and development
- Entrepreneurial mindset for developing a vision for the future of ASA programme.