

POSITION: Head of JIS Academy and Community Sports
REPORTS TO: Deputy Head of School
CONTRACT TERM: 2 School Years (2025-2027)
CONTRACT START DATE: 1 July 2025
JOB OPENING: 4 December 2024

External: We reserve the right to end the recruitment process once a suitable candidate is found.

POSITION STATEMENT

Jakarta Intercultural School (JIS) is seeking a dynamic and experienced **Head of JIS Academy and Community Sports (JACS)** to lead all aspects of extracurricular and community sports programming. The ideal candidate will have strong leadership, organizational, and financial skills, with a demonstrated ability to grow programs, increase revenue, and uphold high standards of quality and inclusivity. This is an exciting opportunity to shape a wide variety of sports and activity offerings for both students and the greater JIS community, while playing a critical role in supporting the school's Mission and Vision.

POSITION DETAILS

This is a year-round, full-time position offering significant operational autonomy. The Head of JACS will have the independence to lead and manage all aspects of JIS Academy and Community Sports, including program development, staff management, and day-to-day operations. The role involves overseeing a variety of activities that occur after school, on weekends, and during school breaks, requiring flexible hours, including evenings and weekends. The Head of JACS will have the authority to make decisions, set priorities, and allocate resources to ensure the success and sustainability of the programs while aligning them with the school's mission and strategic goals.

PURPOSE

The Head of JIS Academy and Community Sports (JACS) is responsible for overseeing the full spectrum of extracurricular programs at JIS. This role ensures that all student and adult programs are engaging, sustainable, and aligned with JIS's Mission and Vision. The Head of JACS will lead the development, coordination, and implementation of a variety of after-school, weekend, and break-time activities and sports programs. Additionally, this position will focus on growing the programs into a significant revenue stream while enriching the community experience for students, staff, and local residents.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Bachelor's degree in Business Administration, Education Leadership, or a related field; Master's preferred.
2. Proven leadership experience in managing large-scale programs, preferably in an educational or community-based setting.
3. At least 5 years of experience managing extracurricular or community sports programs, including staff and vendor management.
4. Strong understanding of sports programming, community engagement, and the ability to foster a positive, inclusive environment
5. Financial acumen with experience in budget management, revenue generation, and profitability for non-profit or school-based programs.
6. Strong interpersonal skills, capable of building relationships with diverse stakeholders, including parents, vendors, school leadership, and community members.
7. Experience in staff management, recruitment, and professional development.
8. Excellent organizational, communication, and project management skills.
9. Ability to work independently while managing multiple priorities and collaborating with different departments within the school.
10. Experience in revenue generation, including developing pricing strategies, marketing, and fundraising for extracurricular or community programs.
11. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Program Management and Oversight

- Oversee all aspects of JIS Academy and Community Sports, ensuring programs meet the needs of students and the broader community while maintaining a high standard of quality and safety.
- Manage and coordinate the development, implementation, and expansion of extracurricular programs across all age groups, including student and adult offerings.
- Oversee the creation, coordination, and execution of a diverse range of extracurricular activities, including sports programs, after-school clubs, weekend programs, and seasonal camps.
- Lead the strategic planning for program growth, focusing on enhancing participation, quality, and revenue generation.
- Develop and maintain a comprehensive calendar of activities, ensuring all events and programs run smoothly and are well-coordinated across the school and community.
- Ensure that all programs are aligned with the school's educational mission and contribute to the holistic development of students.

Staff Leadership and Development

- Lead a team of program coordinators, activity leaders, coaches, and support staff, ensuring that all employees are well-prepared and supported to deliver high-quality programs.
- Manage the recruitment, training, and professional development of staff, providing ongoing guidance, mentorship, and performance feedback.
- Foster a positive team culture that encourages collaboration, inclusivity, and respect.
- Develop clear job descriptions and performance evaluation processes for all team members.

Vendor and Partner Management

- Manage relationships with external vendors, ensuring that they meet the school's standards and contribute to the program's overall success.
- Negotiate contracts, manage communications, and ensure that vendors deliver the agreed-upon services on time and within budget.
- Coordinate with vendors to ensure that all equipment, facilities, and staffing requirements are met for each program.
- Collaborate with local sports organizations to offer competitive opportunities for students, ensuring partnerships align with JIS values.
- Ensure that all vendors meet specific requirements for child protection, data security, and professionalism.

Revenue Generation and Financial Oversight

- Develop and implement strategies to grow the program into a significant revenue stream, ensuring its financial sustainability.
- Oversee the program's budget, including setting pricing, managing expenses, and identifying opportunities for cost savings or additional funding.
- Work closely with the Business Office to monitor revenue and expenses, ensuring the program's financial success.
- Create financial reports to track revenue, program costs, and profitability, presenting these reports to school leadership and relevant stakeholders.
- Develop and implement marketing strategies to attract new participants, including branding, online presence, and community outreach.
- Create fundraising initiatives or sponsorship opportunities to support program development.

Community Engagement and Communication

- Serve as the primary point of contact for parents, students, and community members regarding extracurricular and sports programs.
- Ensure regular communication with parents and participants, providing updates on program offerings, registration, and event details.
- Host informational sessions or orientations for new participants, ensuring families understand the goals and structure of the programs.

- Lead initiatives to enhance community involvement and foster relationships with local organizations and sponsors.
- Address any complaints or concerns from participants, parents, or staff, working to resolve issues promptly and maintaining a positive environment.

Coordination with School Leadership

- Collaborate closely with school leadership to ensure alignment between extracurricular programs and the broader goals of the school.
- Work with other school departments (e.g., Athletics, Business Office, and Marketing and Communication) to ensure smooth integration of extracurricular programs within the school community.
- Ensure that all extracurricular activities align with the school's Mission and Vision, maintaining a focus on student growth, well-being, and community engagement.
- Participate in schoolwide strategic planning meetings, offering insights on the development of future extracurricular opportunities.

Program Evaluation and Reporting

- Conduct regular evaluations of the programs, including participant surveys, staff feedback, and financial assessments.
- Analyze program performance and identify opportunities for improvement, making adjustments as necessary to ensure continuous growth and effectiveness.
- Prepare annual reports on program outcomes, including success stories, financial performance, and community impact, to share with school leadership and stakeholders.
- Make recommendations for future programming based on community needs, student interest, and market trends.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
 - Perform other related duties and assume other responsibilities as assigned by the Deputy Head of School.
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TO APPLY

Interested candidates should apply directly by email to teachingapplication@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.