



Athletic Operations Coordinator

The Savannah Country Day School seeks a highly organized and dynamic individual to serve as Athletic Operations Coordinator. This full-time, twelve (12) month position reports to the Director of Athletics and Physical Education. The successful candidate will have excellent organizational and communication skills and enjoys working in a fast-paced team environment.

Typical duties may include, but are not limited to:

- Assisting with the development, organization, and maintenance of practice, game, and event schedules for athletic teams.
- Coordinating logistics for away games and tournaments, including, but not limited to overnight accommodations, scheduling busses/transportation and other travel details.
- Serving as the primary point of contact for athletic scheduling changes, ensuring timely and professional communication to opponents, division assistants, students, parents, coaches, and officials.
- Assisting with organizing and managing home games and events, including setup, staffing, and crowd control.
- Scheduling and coordinating services with concessions vendors.
- Coordinating the livestreaming video capture of athletics events where necessary.
- Organizing and executing special events, to include senior recognition ceremonies, end of season banquets, and college signing days.
- Responding to inquiries from parents, students, and the community about athletics programs.
- Updating and maintaining records, team statistics, player eligibility, and monitors compliance with school and GHSA regulations.
- Collaborating with the Business Office to process student billing and management of budget and expenses.
- Supporting the Athletic Director with special projects and initiatives as needed, performing additional responsibilities as assigned.

Requirements:

- Bachelor's degree from an accredited college or university.
- Three (3) or more years' related work experience preferred. Experience in an athletic or academic environment strongly preferred.
- Must be adept in technology, to include use of email, Google and Microsoft Office platforms.
- Excellent communication and interpersonal skills are necessary to work effectively with students, parents, faculty and staff.
- Superior organizational and time management skills are a must.
- Valid Driver's License and insurability required.
- Attendance at evening and weekend functions is required.

To Apply:

Qualified applicants should email a cover letter and resume to Melissa Banks, Human Resources Manager, mbanks@savcnds.org.

Physical Demands:

Work is typically performed in an office or school environment, with intermittent sitting, standing, and walking in various settings. The employee occasionally lifts or carries objects of a medium weight, up to 50 pounds. Full range of hand and finger motion may be utilized for data entry purposes.

About Us:

Savannah Country Day traces its origins back to the 1905 founding of The Pape School, an institution long recognized for its academic excellence and college preparatory curriculum. Led by a group of visionary parents who saw the continued need for a first-rate college preparatory school in Savannah, the founders of Savannah Country Day built upon the assets of the Pape School and created a school with a recognized tradition of academic excellence across the southeast. Today, Savannah Country Day School is Savannah's preeminent college preparatory school providing a rigorous, yet supportive learning environment for a wide variety of motivated learners. Enrolling over 1000 students ranging from infants to 12th grade, SCDS is truly a family school. Situated on a beautiful, 65-acre campus on the south side of historic Savannah, Georgia, SCDS has a 6:1 student to teacher ratio, an unparalleled arts program and a full range of athletic and extracurricular opportunities. Significant funds are available for faculty professional development and our faculty average 21 years of experience with 85% of Upper School faculty holding advanced degrees.

Inclusion at Savannah Country Day School:

The Savannah Country Day School is guided by the school's mission statement which includes:

- that each student's life is enriched in a diverse community where differences among people are affirmed and celebrated;
- that the school shares with families the responsibility for fostering in each student strength of character, a sense of personal responsibility, and an attitude of faith, reverence, and tolerance;

SCDS seeks candidates of all cultures and backgrounds who embrace the school's mission of diversity, are eager to engage in the work of inclusion and have a desire to join a community of diverse individuals who celebrate their similarities while also recognizing their individuality.