



### **Athletic Coordinator & Communications Specialist**

The Savannah Country Day School seeks a highly organized and dynamic individual to serve as Athletic Coordinator & Communications Specialist. 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:

- Managing the website and social media presence for all Savannah Country Day School Athletic teams and programs.
- Curating social media presences across multiple platforms, including the Meta Business Suite and X.
- Creating content, to include graphics, photos, videos, and animations to promote athletic events and programs.
- Attending athletic events, to include evening and weekend events, to capture relevant, creative content.
- Creating/drafting professional and accurate communications for the public, students, parents, coaches, opponents, and officials.
- Writing daily and weekly editorial recaps of athletic results, awards, and other relevant communications for online publication.
- Responding to inquiries from parents, students, and the community about athletics programs.
- Designing graphics and other content to celebrate student and team athletic achievements, and promote sportsmanship.
- Organizing and managing home games and events, to include setup, staffing, and crowd control.
- Scheduling and supervising gameday staff, ticket sales, timeclock managers, volunteers, and other event operations.
- Managing inventory of athletic equipment and team uniforms, ordering supplies and equipment as necessary.
- Serving as a substitute Physical Education Teacher and/or coaching duties may be required.
- Providing guidance and mentorship to student-athletes, promoting academic success, sportsmanship, and personal growth.
- Fostering relationships with parents, alumni, and community partners to enhance support for the athletics program.
- Encouraging student participation in school sports.
- 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 environment strongly preferred.
- Must be adept in technology, to include use of email, Google and Microsoft Office platforms. Experience with common social media platforms is required. Experience with the Adobe Creative Suite or similar audio-visual/graphic design software required.
- 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](mailto:mbanks@savcnds.org).

### **Physical Demands:**

This position involves coaching athletes, with routine physical activity, with regular bending/reaching, pushing/pulling, stooping, and crouching. Also requires intermittent sitting, standing, and walking in various settings. Occasional running or brief strenuous activity may be required to demonstrate or aid in student training. Work is typically performed in campus buildings and outdoors, where the employee is occasionally exposed to heat, cold, or inclement weather. The employee carries light to medium weight objects, up to 50 pounds.

### **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 12<sup>th</sup> 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.

Equal Opportunity Employer