



## CANTERBURY SCHOOL

### Director of Athletics and Co-Curriculars

#### Position Description

The Canterbury School, a college preparatory, co-educational independent boarding school in New Milford, Connecticut, seeks a full-time Director of Athletics and Co-Curriculars beginning July 1, 2025. We are looking for an experienced leader to oversee a robust Athletics program while setting forth a clear vision for the future of the Athletics program. Reporting to the Associate Head of School, and serving as a member of the School's Administrative Team, the Director of Athletics and Co-Curriculars plays a pivotal role in shaping Canterbury's athletic program. The Director of Athletics and Co-Curriculars is responsible for the leadership, management, organization, and administration of Canterbury's grades 9-12 interscholastic program. The position supervises an Associate Director of Athletics, two Athletic Trainers, an Equipment Manager, and a departmental Administrative Assistant as well as three seasonal rosters of coaches (internal and external).

#### Essential Functions and Responsibilities

- Manage the daily operations of the Athletics Department;
- Develop and oversee the department's annual budget;
- Supervise and authorize purchases of equipment, uniforms, team gear, and other necessary supplies;
- Collaborate with the Associate Director of Athletics to coordinate practice schedules, facility usage, and transportation;
- Maintain and strengthen community relationships, including managing agreements with groups renting Canterbury athletic facilities;
- Oversee the recruitment, hiring, training, development, and evaluation of all coaches;
- Represent the School in NEPSAC, ensuring compliance with League guidelines and managing all related paperwork;
- Develop and promote effective communication within and about the Athletics Department;
- Manage and maintain on-site athletic facilities, including the hockey rink, gyms, turf fields, squash courts, indoor pool, and fitness room;
- Serve as the School's representative at internal and external athletic meetings and conferences;
- Collaborate with the Dean of Enrollment for Grades 9-12 and Postgraduate to identify prospective students with athletic interests;
- Uphold the integrity and enhance the competitiveness of the School's athletics program in alignment with its mission, philosophy, and policies;
- Present publicly and collaborate effectively with the Board of Trustees in various capacities;
- Provide oversight, guidance, and accountability for three seasons of after-school co-curricular programming;
- Attend evening and weekend athletic events and activities; and
- Travel may be necessary for conferences and tournaments.

#### Qualifications, Personal Attributes, and Experience:

- A Master's degree in Sport Management, Physical Education, Education Administration or a related field is preferred;

- Significant Athletic administrative experience and experience in coaching in an independent school, college, or university setting;
- The ideal candidate will have a deep understanding of the integral place of athletics in a comprehensive educational program and the ability to foster what it means to a student athlete to be a committed member of an athletic team;
- An energetic, collaborative, and forward-thinking administrator who can act at both a strategic and operational level with strong understanding and commitment to a larger vision;
- Excellent organizational, scheduling, communication (both oral and written), and problem-solving abilities;
- An exceptional communicator, both oral and written, with the ability to reach many internal and external audiences;
- Demonstrated ability to actively connect with community outside of the school's walls;
- A strong background in equity and inclusion in Athletics;
- Capacity to instill a spirit around the athletics program at the school, including student, parent, and faculty participation; and
- An educator's passion for athletics, recognizing it as both a unique discipline and a powerful tool for developing skills and preparing for life beyond the sports world.

### **Working Environment**

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events;
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities; and
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions.

This position description provides an overview of the role, including the key responsibilities, required qualifications, and necessary skills. It is not meant to be a comprehensive list of all current or future job duties and requirements.

The salary for this position is based upon several factors that include, but are not limited to, the candidate's work experience, education, training, key skills, and credentials.

### **TO APPLY:**

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

- A cover letter expressing interest in this particular position;
- A current resume with all dates included; and
- A list of five professional references with the name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established)

to Jane Curley at [jcurley@cbury.org](mailto:jcurley@cbury.org). Direct inquiries to the School are discouraged.

*Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal opportunity and non-discrimination. To learn more about Canterbury's efforts to maintain a diverse and inclusive community, please visit our [website](#).*