

Genesee Jt. School District No. 282
P.O. Box 98, Genesee, ID 83832
Phone: 208-285-1161, Fax: 208-285-1495
<http://www.sd282.org>

Job Announcement

JOB TITLE: Athletic Director, Internship beginning 1/1/26, Full time as of 8/1/2026

JOB SUMMARY: The Athletic Director is responsible for overseeing and managing all aspects of the athletic programs. This includes coordinating sports teams, managing budgets, ensuring compliance with regulations, and fostering a positive and competitive environment for student-athletes. The director serves as a liaison between coaches, school administration, parents, and the community to promote athletic excellence and sportsmanship.

QUALIFICATIONS:

1. Degree in Sport Management, Education, or a related field preferred.
2. Ability to work in conjunction with other staff members, parents, and community persons.
3. Experience in coaching, athletic administration or education.
4. Strong leadership, communication and organizational skills.
5. Knowledge of state and national athletic regulations
6. Expectation of high performance for both staff and self.
7. Understanding of school and district athletic philosophy.
8. Ability to work flexible hours, including evenings and weekends.

MAJOR JOB RESPONSIBILITIES:

1. Program Management and Development

- a. Plan, develop, and oversee all athletic programs in the school or district.
- b. Hire, supervise, and evaluate coaches and athletic staff.
- c. Develop, with input from coaches, practice schedules, games, and tournaments.
- d. Ensure programs align with school policies and IHSAA athletic association regulations.
- e. Attends, supervises or arranges supervision for all home events/activities.
- f. Responsible for distribution of all handbooks, paperwork, and relevant information for coaches, students and other necessary parties.

2. Budget and Facility Management

- a. Manage the athletic department budget, including coordinating fundraising and grant opportunities.
- b. Oversee the maintenance and improvement of athletic facilities and equipment
- c. Coordinate transportation and accommodations for away games with the Transportation Supervisor.
- d. Oversee contracts, payments, and monthly budget statements for Board review.
- e. Long range planning for expenses and funding.
- f. Work directly with the Genesee Recreation District to secure usage of outside facilities.
- g. Work with community and staff to schedule non-school/community events within the school building.

3. Compliance and Safety

- a. Ensure all athletic programs comply with state (IHSAA) and national regulations.
- b. Monitor athlete eligibility, academic performance, and physical health requirements.
- c. Implement and oversee safety protocols for student-athletes and staff.
- d. Works with athletic trainers to provide training and services for staff and students.

4. Community and Stakeholder Engagement

- a. Serve as a liaison between the school, parents, and the broader community.
- b. Promote school spirit and community involvement in athletic events.
- c. Organize fundraising events, sponsorships, and partnerships to support athletic programs.
- d. Attends IHSAA, league, conference and regional meetings as required.

5. Student and Athlete Development.

- a. Foster a positive, inclusive, and competitive environment for student-athletes.
- b. Promote academic excellence and leadership development among athletes.
- c. Encourage sportsmanship, teamwork, and personal growth through athletics.

6. Other duties as assigned by the Superintendent.

TOOLS/EQUIPMENT Computer and peripherals, score devices, money boxes,
USED ON THE JOB: safes, line marking machines and various items and equipment.

PHYSICAL DEMANDS: Standing, walking, sitting, frequently lifting 10-15 lb. and sometimes 25 lb.,
occasionally pushing or pulling 50 lb., stooping, kneeling, crouching, twisting and bending, frequent reaching,
occasional driving. Environmental conditions working inside and outside, often noisy.

TERMS OF EMPLOYMENT:

- 1. Position to begin January 2026 as internship, full time as of 8/1/2026.
- 2. One-year appointment only.
- 3. Compensation to be based on negotiated extra duty salary schedule.
- 4. Position open until filled.

CONTACT FOR APPLICATION MATERIALS OR ADDITIONAL INFORMATION:

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