



Athletics & Trips Director Job Description

The primary responsibilities of the director are to lead staff in the development and implementation of school athletics & trips. As an administrative leader of coaches and advisors, the director will challenge the staff to improve co-curricular opportunities and desired outcomes for students.

Athletics:

- Oversee the Athletic program for students in grades 3-12
- Monitor strict observances of equality of opportunity in boys' and girls' athletics by keeping informed of legal requirements and consulting with staff regarding compliance with the law.
- Supervise athletic staff including shared responsibility for hiring, disciplining or firing decisions, and full responsibility for training, mentoring, and evaluating coaches and athletics staff.
- Supervise the control, issuance and maintenance of athletic equipment and facilities.
- Prepare press releases and the arrangement of media coverage for athletic events, and insure the appropriate media is informed of the results of all athletic events.
- Prepares a master calendar that includes conference and non-conference games/events.
- Develop and manage department, team, and special events budgets; order equipment; and ensure departmental compliance with all cash handling and management policies.
- Reviews and approves requisitions drawn against the athletic budget.
- Represent the school at all conference athletic meetings.
- Coordinates gym use for practices and games and give final clearance for the use of the gyms or the athletic fields.
- Serves as liaison between coaches and custodial staff for the cleaning and maintenance of athletic facilities and area.
- Contracts and makes payment arrangements for officials to work athletic events.
- Secures game workers for athletic contests, ticket takers, announcers, clock operators, score keepers, line judges, etc.
- Organizes set up and tear down of athletic facilities for events.
- Attends and supervises activities/athletic events.
- Complete an evaluation of and conferences with all coaches within three weeks after the conclusion of their sport season.

School Trips

- Ensure that trips are planned according to school policy
- Manage bookings with travel agents and venues, and arrange transport
- Send out communication to parents as directed by trip leaders, and respond to queries
- Track and collate parental payments and replies, and follow up as necessary



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- Monitor income and expenditure to ensure each trip remains within budget
- Review risk assessments to ensure they are fit for purpose
- Produce visit packs for relevant staff
- Keep relevant staff informed of trip details
- Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met
- Update generic risk assessments to ensure they reflect current policy
- Evaluate trips and suggest improvements for the future
- Maintain computerised and paper systems in an orderly way with structured filing systems

Secondary Student Clubs and ECAs

- Promote student-led clubs & ECAs
- Act as a liaison between Secondary students and Dunecrest ECA coordinator

It may be necessary for duties and responsibilities to vary in accordance with the changing needs of the school as determined by the Secondary Principal and/or School Director.