

## **ATHLETIC OPERATIONS COORDINATOR**

### **The Role**

The Athletic Operations Coordinator plays a key role in the efficiency of the athletic department. This role oversees and manages logistics, ensuring teams have the resources and support needed for practices, games, and travel.

### **Major Functions and Responsibilities**

- Oversee and manage the comprehensive inventory, ordering, and timely distribution of all uniforms, athletic equipment, and supplies for every team.
- Ensure proper maintenance, storage, and repair of equipment.
- Schedule the use of school Suburbans and secure buses for athletics and school events.
- Serve as the primary contact for securing officials for all home athletic events, including scheduling, communication, and payments.
- Ensure all necessary equipment is available and properly positioned for athletic events, including bleacher setup, game day setups, and breakdowns.
- Assist with middle school and high school coaching year-round for various sports.
- Process invoices, maintain necessary permits, and respond to general inquiries.
- Provide support to the Assistant Athletic Director and Assistant Athletic Director for Middle School, as needed.

### **Skills and Qualifications**

- 3+ years of experience in an operational athletics role and a bachelor's degree are required.
- A passion for students and sports.
- Demonstrated success in prior operational role(s).
- High energy and enthusiasm to authentically promote Flintridge Prep and serve as its ambassador to the community.
- Dynamic interpersonal skills, with the ability to engage with everyone in the community.
- Keen discretion and independent judgement. When overseeing projects and responsibilities from start to finish.



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- Strong organizational skills for multitasking and prioritizing responsibilities to manage competing deadlines.
- Solid working knowledge of Microsoft Office Suite (Word, Excel, OneNote, PowerPoint), Zoom, and web tools. Testing is required as part of the interview process.
- Ability to travel locally and work evenings and weekends is required.

### **Salary & Benefits**

This position is full-time, onsite, and year-round with a salary of \$80,000 to \$85,000, depending on skills and experience.

### **To Apply**

Candidates are invited to submit a letter of interest and resume via email to:

**Jamie Kidwell**  
Director of Human Resources  
Flintridge Preparatory  
School  
[prephr@flintridgeprep.org](mailto:prephr@flintridgeprep.org)

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law.