



The  
Frederick  
Gunn  
School

## **Athletics Operations Coordinator**

**[gogunn.org](http://gogunn.org) | Washington, CT**

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

### **Position Summary**

The Athletics Operations Coordinator is a 10-month position that will report to the Athletics Director and Dean of Co-Curricular Activities. This person will assist in all areas of logistical management. Specific areas include 1) Equipment Management, oversight and inventory. 2) Game Day management support. 3) Provide logistical support for the Assistant Athletic Director. Requisite characteristics include strong organizational skills, enthusiasm to work with students and parents, and a willingness to travel on behalf of the school.

### **Primary Responsibilities**

- **Equipment Management**
  - Issue, track, and inventory athletic equipment and uniforms for all sports teams.
  - Ensure all athletic gear is properly cleaned, maintained, repaired, and stored.
  - Execute the operational Laundry Loop system
  - Oversee and perform laundering and seasonal distribution/return processes for uniforms and practice gear
  - Maintain accurate, up-to-date inventory records.
  - Prepare and pack equipment for away games and tournaments.

- Support forecasting and purchasing of new equipment with the Athletic Director.
- Oversee equipment requests from coaches
- Oversee equipment orders, track shipping, log into budget tracker
- **Game Day Support**
  - Assist with scoreboards, PA systems, cameras and other athletic facility technology.
  - Set fields and spaces for games (score table, pylons, corner flags, etc.).
  - Provide on-site operational support during home games and events.
- **Logistical Planning & Support**
  - Support the Assistant Athletic Director in the coordination of transportation for athletic and extracurricular events.
  - Support the Assistant Athletic Director with scheduling drivers, management of coverage and time off requests.
- **Administrative & Miscellaneous Duties**
  - Assist with locker room assignments and upkeep.
  - General support to the Athletics Department as needed.
- **Co-Curricular Commitment**
  - The ideal candidate will also serve in a co-curricular head coaching or leadership capacity.
  - Oversee the Student “pep” organization.

### **Key Relationships**

- Day-to-day interaction with Athletics Director and Dean of Co Curricular Activities
- Ongoing relationships with Athletics Department
- Engage with faculty members in order to keep current on the campus experience

### **Qualifications**

- Successful candidates will possess the energy and determination to thrive in a fast paced and deadline-driven environment; excellent interpersonal and organizational skills; a sense of humor; the ability to work collaboratively as well as independently, and the desire to take initiative in creating new ideas to enhance our work.
- Strong work ethic matched with a high degree of professionalism.
- Relentless attention to detail and self driven organizational skills.
- Familiarity with independent and boarding schools.
- Commitment to learn about the school, its curriculum and athletics. policies.

- Customer service mindset.
- Bachelor's degree is required.
- Proficient in Google Suite.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community in a thoughtful manner.
- Commitments to motivate, inspire and educate students through sport.
- Specialized sport experience allowing for leadership in a co curricular area.
- Foster a program culture that promotes sportsmanship, teamwork, character, and leadership
- Collaborate with Admissions to identify, recruit, and yield mission-aligned student-athletes who will contribute to the school community
- Support student-athletes in their athletic and academic development, including the college recruitment process when applicable

### **Compensation and Benefits**

The Admissions Associate & Athletics Operations Coordinator is a 10-month position that will report to the Athletics Director and Dean of Co Curricular Activities. Salary is competitive and commensurate with experience.

Competitive benefits which include, but are not limited to: Medical and Dental and life Insurance, Employer sponsored retirement plan, vacation and sick time, tuition remission, and meals in the dining hall when school is in session.

### **To Apply:**

To apply, [please submit the following materials](#): a cover letter, resume, and three professional references (references will not be contacted without notifying you).

Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

**Start date:** August 26, 2026

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation,*

*promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

*BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*

### **Mission Statement**

The Frederick Gunn School cultivates independent critical thinkers empowered to be a force for good. We educate Highlanders to be ambitious citizens who are always learning and courageous in character like our founders Frederick and Abigail Gunn.

### **Core Values**

- Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

- Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

- Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

- Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

- Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism,

consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.