



COTTER SCHOOLS

Associate Activities Director Role Summary

Title: Associate Activities Director
FLSA Status: Exempt
Reports to: Activities Director

Department: Activities
Classification: Salaried
Reviewed: May 8, 2026

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve infants 6 weeks old through Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE, and RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

The Associate Activities Director of Cotter Schools provides support to the Activities Director for the direction, coordination, and continuous improvement of all activity programs (E-12), while promoting student growth, program excellence, and alignment with the mission of the school.

RESPONSIBILITIES & DUTIES

- Provide consistent site supervision and leadership presence at practices, activities, and events.
- Serve as an on-site administrator for home games and events, ensuring proper setup, supervision, sportsmanship, and overall event management.
- Be visibly present and accessible during events to support students, coaches, officials, and spectators while addressing issues as they arise.
- Know and uphold school and Minnesota State High School League (MSHSL) rules and athletic policies.
- Know and understand school, student, and employee handbooks. Develop policies and practices that integrate MSHSL and Cotter Schools expectations.
- Oversee athletic and activities inventories, requisitions, and budgets. Assist the Activities Director and Booster Club leadership in determining needs and priorities.
- Assist the Activities Director with providing direction and instruction for athletic coaches and student-athletes. Mediate disputes between these parties.
- Coordinate with coaches to schedule games and practices, and collaborate with conference officials and area school districts regarding scheduling.
- Work with coaches, parents, and other volunteers to allocate time for formal activities and open sessions on fields, courts, and in the weight room.
- Assist the Activities Director with evaluating programs and soliciting feedback from players, parents, and coaches to improve programming.
- Complete administrative support tasks including communication, organization, documentation, and eligibility tracking.

OTHER RESPONSIBILITIES & DUTIES

- Work closely with the Activities Director and school administration to ensure programming aligns with the mission of the school, supports student eligibility, and contributes to long-range planning for facilities and future K-6 programming.
- Design and implement development programs for sports and activities to improve performance, including E-12 opportunities offered during the school year and summer.
- Lead youth programming and instructional opportunities that build foundational skills and increase early student engagement.
- Develop new programming aligned with emerging needs, including utilization of new facilities.
- Implement, manage, and instruct weight room and strength and conditioning programming for all athletics programs.
- Supervise the weight room and ensure safe, effective use by students.
- Teach fitness and wellness classes as assigned.
- Teach classes and coach activities as needed and assigned by administration.

QUALIFICATIONS AND SKILLS

- Leadership: Assist in the development and oversight of a comprehensive plan for the activities department. Provide direction, encouragement, and support to successfully implement programming and initiatives.
- Management: Ability to prioritize tasks, delegate effectively, provide constructive feedback, and make timely, sound decisions in dynamic situations.
- Communication: Strong interpersonal skills with the ability to work effectively with coaches, students, parents, staff, officials, and community members.
- Organization: Ability to manage multiple responsibilities, maintain attention to detail, and adapt quickly in fast-paced environments.
- Problem Solving: Ability to anticipate challenges, respond proactively, and implement solutions that lead to positive outcomes.
- Event & Site Leadership: Ability to supervise events, manage environments, and ensure a safe, positive, and professional experience for all participants and spectators.

- Program Development: Experience or ability to build, implement, and grow athletic and activities programming, including youth and strength training initiatives.
- Mission-Based: Openness to and support of the mission of Catholic education and Cotter Schools.
- Education: BS/BA in education, physical education, sports management, or related field.
- Experience: 3+ years of coaching, strength and conditioning, or related experience preferred.

SCHEDULE

- This is a 10-month salaried position. It requires flexibility regarding scheduling and on-site supervision, including nights and weekends.

COMPENSATION AND BENEFITS

- Annual salary of \$40,000-\$55,000 commensurate with experience.
- Competitive benefit package including Health and Dental, LTD, Life Insurance, Vacation, tuition reimbursement and matching retirement contribution.

HOW TO APPLY

- Complete our online application at: <https://forms.gle/SSTWHUzPGDqk1cV87>
- Questions about the position(s) you are applying for should be directed to Eric Larson, Activities Director at elarson@cotterschools.org.
- This position is open until filled.