

POSITION:	JIS Academy and Community Sports (JACS) Athletics Program and Operations Coordinator
REPORTS TO:	Head of JIS Academy and Community Sports
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	12 October 2026

External: We reserve the right to end the recruitment process once a suitable candidate is found.

POSITION OVERVIEW

At Jakarta Intercultural School (JIS), JIS Academy and Community Sports (JACS) provides a wide range of extracurricular athletic programs and activities for students from Early Years through Grade 12. Through a diverse range of after-school activities, enrichment programs, and athletics, JACS provides opportunities for students to explore their interests, develop new skills, build confidence, and connect with others beyond the classroom.

JIS is seeking an organized, proactive, and collaborative **JACS Athletics Program and Operations Coordinator** to oversee the day-to-day coordination of JACS athletic programs. This is a year-round position with responsibilities that include scheduling, event logistics, coach coordination, and communication with students and families. The ideal candidate will have experience coordinating school-based or youth athletics programs, strong operational and communication skills, and the ability to manage multiple priorities while working closely with coaches, school departments, and the wider JIS community. The position requires flexibility to work outside regular school hours, including evenings and weekends, to support athletic activities, competitions, and events.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Bachelor's degree in Sports Management, Physical Education, or a related field
2. Relevant athletic administration or physical education credential
3. Minimum five years of relevant experience in athletics coordination, sports program administration, teaching, or related roles, including at least three years in athletics coordination or program administration
4. Experience coordinating coaches, instructors, and external sports providers in school-based or youth athletics programs
5. Strong organizational and logistical skills related to scheduling, event planning, and resource management
6. Strong interpersonal and cross-cultural communication skills
7. Experience working with students from Early Years through Grade 12 in an international school setting is preferred
8. Proficiency in relevant technology platforms for scheduling, communication, and data management
9. Demonstrated ability to collaborate effectively across departments and divisions
10. Knowledge of youth development, coaching practices, and athletic league operations
11. Flexibility to work outside of standard school hours, including evenings and weekends, to support practices, competitions, and schoolwide athletic events
12. Ability to manage multiple priorities in a fast-paced environment while maintaining attention to detail and a student-centered mindset
13. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Program Coordination and Logistics

- Coordinate the day-to-day implementation of athletic programs and events across Grades EY–12
- Serve as the primary point of contact for all JACS Athletics
- Manage scheduling of games, practices, tournaments, and facilities in collaboration with divisional teams, the Facilities Office, and Schoolwide Athletics
- Collaborate with Schoolwide Athletics to support alignment and continuity across Elementary, Middle, and High School athletic development pathways
- Support logistics for internal and external athletic events, including JACS Tournaments, IASAS, Jakarta Schools events, and community tournaments
- Support the coordination of travel logistics for student-athletes and teams, ensuring all JIS safety protocols and procedures are followed
- Provide active, on-site coordination and supervision of athletic events and practices held outside of regular school hours, including evenings and weekends
- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within student athletes

Coach and Team Support

- Support the recruitment and assignment of coaches in collaboration with the Head of JACS and Schoolwide Athletics
- Coordinate the onboarding of coaching staff and support professional development activities in collaboration with Schoolwide Athletics
- Collect feedback and support the evaluation of coaches and external sports providers
- Assist in developing a strong coaching culture that reflects the school's values and promotes student development
- Provide on-site support during games, tournaments, and practices to ensure smooth operations and positive team experiences

Program Administration and Resource Management

- Collaborate with the JACS Manager on budget planning, financial forecasting, and resource allocation
- Support procurement and tender processes for JACS athletic programs
- Oversee athletic equipment inventory, distribution, and storage
- Maintain program records and prepare reports on participation, equipment needs, and program operations

Communication and Stakeholder Engagement

- Serve as a primary point of contact for students, families, and faculty regarding athletics schedules, participation expectations, and event logistics
- Maintain clear and timely communication of team rosters, schedules, and updates
- Collaborate with the Communications Office to promote JACS athletic programs, activities, and events
- Collaborate with the Parent-Teacher Association (PTA) and other partners to support and enhance community engagement in JACS athletics
- Support outreach and communication with families outside JIS to promote participation in JACS athletic programs

Collaboration and Compliance

- Coordinate with the Health Office, Risk Management Office, and Facilities Department on event safety and operational requirements
- Support compliance with all JIS policies related to student participation, eligibility, supervision, and facility use

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting
- Provide operational support for other JIS Academy programs and activities as assigned
- Perform other related duties and responsibilities as assigned by the Head of JIS Academy and Community Sports

TO APPLY

Interested candidates should apply directly by email to leadershipapplicant@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references, including each reference's name, position, relationship to you, phone number, and email address. *References will not be contacted without the candidate's permission.*

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.