



## **Assistant Athletic Director, Walnut Hills High School**

### **WHY WORK AT ACTIVITIES BEYOND THE CLASSROOM?**

Activities Beyond the Classroom is a nonprofit organization that helps students succeed through equitable opportunities in arts, athletics, and wellness that build character, ignite passions, and instill values that last a lifetime. When you join the team at ABC, you join an organization that offers meaningful work in an inclusive culture, with salaries and benefits above nonprofit industry average. ABC prides itself on providing opportunities for employee professional and personal growth, a collaborative working environment with respect for everybody's voice, and an understanding of the value of work-life balance.

### **WHY IS THIS ROLE IMPORTANT?**

In order to provide the most well-rounded and impactful athletic experiences for Walnut Hills student-athletes, the Assistant Athletic Director assists in covering different areas within the department. The Assistant Athletic director focuses much of their time supporting coaches (transportation, scheduling, etc) and athletes (AAA pathway, equipment, etc) and is critical in supporting the daily functions of the athletic department and schoolwide operations.

### **ASSISTANT ATHLETIC DIRECTOR, WALNUT HILLS HIGH SCHOOL SUMMARY**

- Hours of work: 40+ hours/week
- Location: Walnut Hills High School in Cincinnati, Ohio
- Reports to: Athletic Director, Walnut Hills High School
- Salary range: \$30,000 - \$44,999 / year depending on experience

The Walnut Hills High School Assistant Athletic Director provides assistance in the planning, implementation, supervision, coordination, and evaluation of all athletic programs, clubs, and intramural offerings at the high school and junior high levels.

### **JOB RESPONSIBILITIES**

- Interprets and follows OHSAA guidelines & policies
- Serve as secondary AAA Pathway Advisor
- Schedule facility usage
- Maintains Google Calendar
- Inventory & Uniform distribution/collection/ordering
- Assistant with Coaches Evaluations
- Coordinate Game Day Security & Workers
- Creation/Distribution of ECC 2nd Team and Academic Awards
- Manages game day operations
- Coordinates transportation
- Creates/Maintains team rosters

- Competitive Balance
- Manages athletic website and social media accounts
- Perform other related duties as needed

## **QUALIFICATIONS**

- Bachelor's degree in an appropriate discipline
- Ability to multitask, work under pressure, problem solve, and communicate effectively
- Clear understanding of the school's values and traditions, be a strong and articulate advocate for students and coaches and work effectively with teachers, parents, and alumni
- Commitment to diversity, high expectations for student conduct inside and outside of competition, and genuine warmth of personality are essential
- Exceptional organizational and project management skills with strong attention to detail
- Ability to communicate effectively, clearly, and concisely both orally and in writing
- Solid track record of building rapport and maintaining professional relationships with vendors and colleagues
- Sound judgment and discretion in handling and securing confidential information, as well as the ability to conduct oneself in a highly professional manner
- Results driven, intellectually curious, action-oriented leadership style that thrives in a mission-focused environment
- Ability to use judgment and manage through ambiguity
- Commitment to teamwork and collaboration
- Commitment to the core values of ABC and CPS

## **ABOUT WALNUT HILLS HIGH SCHOOL**

### School Info

Cincinnati Public Schools, Walnut Hills High School is a college preparatory school for grades 7-12 and is nationally recognized as one of America's top high schools. The nearly 3,000 member student body is culturally and ethnically diverse, with students attending from every urban neighborhood in Cincinnati. Upon graduation, Walnut Hills High School students are accepted by the finest universities and colleges throughout America.

The school motto is SURSUM AD SUMMUM or "Rise to the Highest." The Walnut Hills High School faculty, bolstered by the support of 16,000 alumni and parents, is dedicated to producing the best college candidates as well as lifelong learners.

### Athletic Info

Walnut Hills Athletics offers more than 90 school-sponsored teams in 30 sports, many club sports, and over 1,600 student-athletes. Slated to add three more sports in the 2023-24 school year, there is plenty more potential for growth. Walnut Hills is a member of the Eastern Cincinnati Conference (Anderson, Kings, Lebanon, Little Miami, Loveland, Milford, Turpin, West Clermont and Winton Woods) and competes at the OHSAA Division I level. Walnut Hills annually hosts a High School and Jr. High track meet, HS Basketball tournaments, Cheer and Dance Competitions, wrestling tournaments, Alumni athletic events, golf outing and many camps and clinics.

## Facilities

- Marx Stadium- High School turf stadium lined for Football, Lacrosse & World Cup Soccer that was installed this past summer. A 8-lane track with pole vault, long jump, high jump, discus, and shot put.
- Christopher Athletic Complex - Built in 2014, Turf field lined with Football, Lacrosse, Soccer & Field Hockey. 3000 SF Indoor Training Facility with batting cages.
- High School Gym - Built in 2012, College dimensions. Houses all HS sports events.
- Jr. High School Gym - Newly Renovated in 2013. Houses all JH sports events.
- Abrahamson Natatorium - Built in 2012, 6 Lanes. Houses swim and water polo
- State of the Art Fitness Center - Built in 2012
- Tony Traber '48 Tennis Complex - Built in 2016, 6 Courts under lights. Currently under renovation to be an indoor facility, slated to open this October.

## **APPLICATION DETAILS**

- **Application Due Date:** Sunday, August 28, 2022
- **Submit:** Cover letter and resume
- **Submit information to:** [hr@abccincy.org](mailto:hr@abccincy.org)
- **Questions:** Email Sophia Scott, Director of Operations at [hr@abccincy.org](mailto:hr@abccincy.org)