

Interim Assistant Athletic Director Western Hills/Dater 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 Western Hills/Dater 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 purchasing/inventory, etc) and is critical in supporting the daily functions of the athletic department and schoolwide operations.

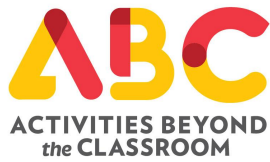
ASSISTANT ATHLETIC DIRECTOR, WESTERN HILLS/DATER HIGH SCHOOL SUMMARY

- Hours of work: 40+ hours/week
- Location: Western Hills High School in Cincinnati, Ohio
- Reports to: Interim Athletic Director, Western Hills High School
- Salary range: \$30,000 - \$44,999 / year depending on experience
- This is a position that will last one school year (2023-24)

The Western Hills/Dater High School Interim 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
- Schedule facility usage
- Maintains Google Calendar
- Inventory & Uniform distribution/collection
- Assist with Coaches Evaluations
- Coordinate Game Day Security & Workers
- Sends weekly schedule confirmations (games/facility rentals)
- Manage Final Forms compliance amongst coaches and student-athletes
- Compile post-season awards/ordering



- Manages game day operations
- Coordinates transportation
- Creates/Maintains team rosters
- Acts as site manager for facility rentals as needed
- Manages athletic website and social media accounts
- Perform other related duties as needed

QUALIFICATIONS

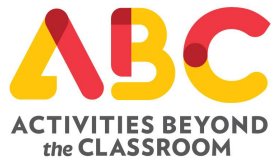
- Bachelor's degree in an appropriate discipline
- Ability to multitask, work under pressure, problem solve, and communicate effectively
- Clear understanding of the school's values and traditions, be a strong and articulate advocate for students and coaches and work effectively with teachers, parents, 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 WESTERN HILLS/GILBERT A. DATER HIGH SCHOOL

School Info

Cincinnati Public Schools, Western Hills High School and Dater High School are both schools for grades 7-12 and have the unique distinction of playing athletics together at the high school level. Western Hills University High School is an intensive college-preparatory school dedicated to the GRAD Cincinnati program, which focuses on students with the goal of going to college. Dater offers a standards-based and Advanced Placement curriculum focused on preparing students for post graduation opportunities, including college, vocational training and employment.

With a combined total of nearly 3,000 member student body, both schools are culturally and ethnically diverse, with students attending from every urban neighborhood in Cincinnati. Upon graduation, Western Hills and Dater High School students are accepted by the finest universities and colleges throughout America.



Athletic Info

Western Hills/Dater Athletics offers more than 33 teams in nearly 14 sports and over 400 student athletes. Five new programs have been added in the past four years with more potential for growth. Western Hills is a member of the Cincinnati Metro Athletic Conference (Aiken, Gamble, Hughes, Oylar, Riverview East, Shroder, Spencer, SCPA, Taft, Withrow, Woodward).

Facilities

- Arch McCartney Stadium – High School turf lined for football, lacrosse, & soccer
- Baseball field – host of OHSAA Sectional and District Tournaments
- High School Gym – Renovated in 2012, college dimensions
- Jr High School Gym – Renovated in 2013
- Fieldhouse – Built/renovated in 2022, weightroom
- Softball Field – Built in 2018

APPLICATION DETAILS

- **Application Due Date:** Friday, June 2, 2023
- **Submit:** Cover letter and resume
- **Submit information to:** hr@abccincy.org
- **Questions:** Email Sophia Scott, Director of Operations at hr@abccincy.org