



Assistant Athletic Director, Part-Time (20 hours a week)

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

The Assistant Athletic Director will assist with the administrative needs of the Miss Hall's Athletic Program and contribute to the greater impact of athletics within the MHS community. This position also comes with an opportunity to run summer camps/auxiliary programs and to coach for at least one season (preferably Fall or Spring varsity sport/intramural sport).

The Athletic Department is committed to diversifying its staff. The successful candidate will be a dynamic presence who demonstrates a genuine and infectious passion for the mission of the School, an understanding of the value of single-gender education, and has the capacity to align with the School's core values.

Responsibilities for Assistant Athletic Director:

- Assist with the logistical needs and goal-setting of the Miss Hall's Athletic Program, in collaboration with and in support of the Director of Athletics
- Be knowledgeable of academic, social, wellness, and physical well-being of student-athletes by reviewing pertinent documents related to student life at MHS
- Communicate all updates regarding operational needs at home and away games, schedule/calendaring changes, transportation needs, and culinary needs to coaches, culinary staff, and student-athletes
- Confirm officials, transportation, and staffing for home games
- Create and maintain attendance lists/rosters for coaches for practices and games
- Gather and report contest scores and outcomes to the School's website and/or social media in a timely manner
- Prepare for and attend the end-of-season banquet
- Attend all department meetings as necessary/determined by the Athletic Director
- Assist with the planning and execution of Blue/Gold and other athletic spirit events for the year
- Serve as representative of the Athletic Department when Athletic Director is off site
- Research and report on trends and best practices within the field of athletics
- Abide by the New England Prep School Athletic Council (NEPSAC) Code of Ethics and Conduct
- Interact with students, colleagues, consultants, and members of the public in a courteous and respectful manner
- Maintain an active presence and participate fully in campus life by attending school events and participating in recreational activities when possible



Qualifications

- Associate Degree required; Bachelor's Degree preferred
- Minimum 2 years' experience preferred as administrative support
- Ability to drive the School's vehicles (vans and 14-passenger buses); training will be provided
- Certification in CPR/AED and First Aid preferred
- Coaching experience and ability to coach a team sport for one season (varsity or intramural)
- Availability to work Wednesday, Thursday, Saturday each week
- Excellent administrative and organizational skills, including the ability to prioritize and complete tasks by established deadlines
- Experience in developing practice plans and providing individual and team instruction
- Critical thinking and troubleshooting skills, with strong electronic media literacy
- Experience in or a keen interest in teaching and coaching female student-athletes