



**Athletic Director  
Job Posting for 2018-19  
Position Start to be determined, Summer 2018 or earlier**

**GALS Denver Overview**

GALS Denver is a nonprofit organization that runs three schools, two all-girls, public charter schools serving 460 girls in 6<sup>th</sup>-12<sup>th</sup> grades, and an all-boys, public charter school serving 88 6<sup>th</sup> graders in 2017-18, growing to 330 students in 6<sup>th</sup> – 8<sup>th</sup> by 2020. GALS Denver provides a college preparatory education in a supportive environment that fosters the academic mastery and personal development necessary for every young woman and man to become a powerful advocate for themselves and leader of their community. The schools represent a standards-based response to the academic and social needs of girls and boys in the Denver Public Schools (DPS). Classes incorporate an inquiry-based approach to learning and frequent movement that supports an active-based pedagogy.

**About the Position:**

GALS seeks to hire an Athletic Director, dedicated to supporting the foundation and growth of the GALS & The Boys School's Athletic Program. This includes overall planning, coordination and management of extra-curricular athletic functions, and internal and external relations of the Athletics program, and collaborate with and advise movement program aligned to the philosophy of GALS. Schedule to be determined with supervisor. This is a full time, exempt position that reports to the Executive Director.

**Responsibilities of the job include but are not limited to:****Leadership, Planning and Strategy:**

- Strategize, develop and implement overall competitive Athletics plan for GALS middle school/high school and The Boys School of Denver
- Lead all efforts with outside consultants involved in defining the direction and philosophy of the GALS competitive athletic program
- Develop and implement specific competitive athletic program offerings
- Direct and coordinate a full range of athletic department services and programs including hiring and training of personnel
- Coordinate GALS participation in one or more athletic leagues suitable for middle and high school offerings (the inclusion of girls not currently enrolled at GALS will need to be coordinated)
- Coordinate a master athletics calendar for GALS and The Boys School of Denver
- Develop and manage partnerships with other schools and clubs for maximum participation of students in athletic programming
- Oversee and manage compliance for the schools, and all athletes participating in athletics programming
- In coordination with Executive Leadership Team members, create and manage the Athletics Program budget
- Support in fundraising efforts for Athletics Program, including working with the Development Team for program needs
- Design community-wide (GALS and the greater community) skills building opportunities in addition to competitive programs

- Participate in the internal movement working group of the school in order to further the integration of competitive athletics and movement as part of the curriculum

#### **Staffing and Management:**

- Participate in the Programmatic Leadership Team as determined by the Executive Director
- Determine coaching staffing plan in alignment with Athletic Programming
- Hire, train, orient and manage all coaching staff and assistants as needed
- Work with school personnel to advise on programs and services for student athletes
- Coordinate timesheets for coaching staff and submit in a timely manner for payroll
- Coordinate human resources paperwork collection for all coaches and contracted vendors
- Coordinate all officials needed for athletic programming, including contracts and payments as needed
- Oversee all facilities, school calendars for all events, and manage upkeep of facilities
- Assist with student support

#### **Programming Implementation:**

- Maintain compliance with league, district and state regulations and guidelines for all athletic programs
- Recruit and retain appropriate pools of student athletes to fill teams
- Produce and maintain athletic policies and handbooks
- Coordinate schedules for all athletics programming
- Supervise all Home Games
- Manage all communications with parents and interested parties
- Schedule the use of all athletic facilities for extra-curricular and after school activities
- Maintain equipment inventory to support athletic program
- Manage the maintenance and repair of equipment as needed
- Monitor eligibility and support student athletes in academic success
- Work with school staff to review students transcripts for eligibility
- Coordinate photography and videography for all teams
- Coordinate transportation for all athletics programming
- Middle School Athletics – DSST League Secretary: Oversee the league’s budget
- High School Athletics – CHSAA: Efforts toward the application process of becoming a member

#### **Communications:**

- Maintain content for athletics area of the GALS and BOYS websites & GALS and BOYS app with up to date information
- Create and follow a communications and public relations plan for all athletics in coordination with other staff and consultants as needed
- Attend league and district meetings as needed to represent GALS/BOYS and student athletes

#### **Other:**

- Participate in professional development school-wide as determined by the Executive Director
- Support other school-wide events
- Other duties as assigned

#### **Qualifications and Competencies:**

- Mission alignment: Belief in GALS' mission of providing a college preparatory education in a supportive environment that fosters the academic mastery and personal development necessary for every young woman and man to become a powerful advocate for themselves and leader of their community
- Experience utilizing culturally congruent strategies in gender-specific and movement-based environments is a plus
- Team Orientation: Ability to work collaboratively in a professional community by jointly planning and executing logistics and communications.
- Drive for excellence: Hard-working, self-starter who takes initiative and is committed to learning and self-improvement
- Creative and collaborative problem solver
- Ability to build strong, trusting relationships with adults and adolescents
- Act with integrity, courtesy
- Belief in personal responsibility and positive role modeling
- Strong organizational and communication skills
- Strong knowledge of multiple sports, rules, equipment, and structures
- Minimum of three years' experience in working within a structured Athletics Program in a K-12 or college athletic programs
- Previous coaching experience a plus
- Bachelor's Degree in Education, Athletics, Physical Education, or related field
- Valid Driver's license and driving record that allows candidate to be covered by GALS insurance
- Urban school experience and experience with diverse communities preferred
- Bilingual (English/Spanish) preferred

### **Application Process**

Please send your resume, cover letter including a personal statement explaining how your interests and professional experiences align with and qualify you to be part of GALS's vision and mission and Athletic Director position.

Documents should be in Word format sent via email to [carol.bowar@galsdenver.org](mailto:carol.bowar@galsdenver.org) attention: Carol Bowar, Executive Director.

Resumes will be accepted until the position is filled.

### **EOE Statement**

GALS is an equal opportunity employer. This means that GALS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.

Date: 4-15-18

Approved: CB