



Parkland Immanuel Christian School (PICS) is conducting a search for an Athletic Director (AD).

GOAL: Leadership and coordination: provide students, coaches, and parents with memorable competitive and character-building experiences.

RESPONSIBLE TO: Administration and School Board

The role of the AD has a broad range of responsibilities and requires passion for the vision of the role of athletics in promoting excellence and building character.

Necessary skills include but are not limited to:

- **Planning:** Strong organizational skills to create schedules, budgets, reports; order supplies
- **Communication:** Clear expectations and vision of the program to all stakeholders (students, coaches, parents, staff, the community). Regular and ongoing communication with school administration.
- **Leadership:** Recruiting and enlisting coaches and working with them throughout the season to ensure the vision and mission of PICS is the cornerstone of the program.
- **Advocacy:** Represent the school. Deal in a professional manner with any issues that may arise regarding the program. Celebrate successes of the program at awards presentations and through publications.

The Successful Applicant will:

- Be a professed member in good standing of a Canadian/United Reformed or sister church.
- Be a leader.
- Be a problem solver.
- Be committed to the principles of honesty and integrity.
- Be able to articulate what he/she believes Educational Athletics to be, how it supports the mission and vision of the school, and why it is important.
- Be analytical and practical as situations arise so that the best interests of all stakeholders are considered.
- Be experienced and respectful in responding to challenging personalities and issues.
- Have demonstrated excellent leadership, communication, and interpersonal skills.
- Have demonstrated excellent organizational skills.
- Be available onsite (if external candidate) as needed.

SALARY: The AD position is considered a 0.20 FTE. Salary will depend on qualifications and experience.

APPLICATIONS:

Both internal and external candidates may apply. Applications can be submitted via email to Principal Ken Leffers kleffers@parklandimmanuel.ca or Rob de Jong at vicepresident@parklandimmanuel.ca

Applications must include:

- Cover Letter
- Resume
- Minimum 2-3 reference contacts

APPLICATION DEADLINE: Friday, May 20, 2022.

Thank you to all those that apply. Only those chosen for an interview will be contacted.