

Assistant Director of Athletics
Immediate Opening

Pingree School is a dynamic and aspirational, independent, coeducational day school on the North Shore of Boston, located on a beautiful 100-acre campus in South Hamilton, where approximately 370 students in grades 9 through 12 solve problems, build community, and learn how to learn. The Pingree community is dedicated to academic excellence and the development of high personal standards. Pingree believes that a love of learning flourishes best in a diverse community that respects truth, curiosity, creativity, humor, and independent and imaginative thinking. Committed to developing global citizens, Pingree actively seeks faculty, staff, and students of character and intelligence from diverse social, ethnic, and socioeconomic backgrounds.

Pingree School is seeking candidates for the position of Assistant Director of Athletics. This is a full-time, 12-month position that directly reports to the Director of Athletics & Afternoon Programs. This position will be responsible for assisting in managing the day-to-day operations of the Department within the context of a day school committed to promoting health and wellness, citizenship, teamwork, and sportsmanship. Pingree is a member of the Eastern Independent League, the Evergreen League (football) and the Holt league (hockey).

In addition, the position may include coaching one to two seasons of a sport. The successful candidate must exhibit a passion for athletics and a commitment to working with adolescents. He/she should have proven experience communicating with multiple constituents. Primary responsibilities include but are not limited to the following:

- Manage student enrollment in athletics afternoon programs, such as guiding enrollment process, ensuring students meet minimum program and attendance requirements, maintaining accurate and up to date participation rosters, review of independent project proposals, and assisting in assessment of program offerings
- Assist Director of Athletics in student-athlete welfare, leadership training, and ongoing support of overall health and wellbeing of students
- Assist in supporting students and coaches as an athletics liaison to admissions and college counseling office
- Assist with onboarding of new coaches, training and support of coaching staff, and helping to maintain department policies and procedures
- Serve as point of contact to respond to requests and athletic department inquiries from students, parents and alumni; assist in drafting and disseminating school and family communications

- Coordinate with business office and assist in management of athletics budget, including ensuring league dues, tournament fees and applications are processed annually
- Assist with athletics operations such as coordinating officials, booking and managing transportation schedules, managing game schedules online, and confirming game dates and times
- Help to maintain athletics website and promotion of athletics and afternoon programs in collaboration with athletics and marketing teams
- Maintain team and student-athlete roster archives
- Manage awards and help to facilitate postseason celebrations and ordering of trophies
- Work with faculty, staff, coaches, and students to help effectively plan and facilitate athletically related trips and events
- Help with game day management and setup/breakdown as needed
- Other duties as assigned; evening and weekend work will be expected at times

Qualifications and Skills Required for Position:

- Bachelor's degree required; masters preferred
- Minimum of 3-5 years of experience in athletics or secondary school administration; coaching and/or playing interscholastic athletics preferred
- Must be extremely detail-oriented and have the ability to prioritize daily tasks, maintain accurate records, and work in a fast-paced environment
- Must possess strong organizational, analytical, and problem-solving skills; must be proficient in use of technology
- Excellent people skills with the ability to navigate complexity and operate in the gray
- Excellent written and verbal communication skills needed with a proven ability to collaborate with various constituencies
- Self-starter and proactive in identifying solutions and areas of opportunity
- Experience working with and supporting students and coaches and an understanding of the role of athletics in supporting the broader goals of the institution
- Commitment to working collegially in a diverse community and communicating effectively with a diverse population

To apply for the position, please send a cover letter and resume, along with contact information for two professional references to Joy Foley, Executive Assistant to Head of School, at jfoley@pingree.org.

Pingree School is proud to be an equal opportunity employer. Pingree does not discriminate against applicants or employees on the basis of race, sex, pregnancy or pregnancy-related condition, color, religion, national origin, age, ancestry, sexual orientation, disability, gender identity or expression, veteran or active military status, genetics or any other category protected by state, federal or local law.