St. Margaret’s School

Athletics Coordinator and Teacher
*Temporary 1-year appointment

Posting # 2021031

External/Internal Posting

Today’s Date  May 26, 2021  |  Closing Date  Open until filled
Effective Date  August 15, 2021 to June 30, 2022

Hours

1.0 FTE
37.5 hours/week
10 ½ months

Salary
Commensurate with placement on the SMS Salary Grid, based on years of teaching experience & education (TQS Category)

Summary

St. Margaret’s School is looking for an energetic, self-directed individual to teach (up to a 50% load) as well as coordinate our Athletics and Extra-curricular Program. The Athletics Coordinator is responsible for student development and participation in athletics and extra-curricular programs from Kindergarten to Grade 12. They will explore and facilitate opportunities to engage students in school and community activities that promote healthy living through physical fitness. The Athletics Coordinator will prepare and maintain accurate financial records of athletics budgets; monitor participation rates of students in various sports activities, and display leadership skills to support and promote daily physical activities and athletics programs K-12 including Boarding.

The Athletics Coordinator will be responsible for all communications regarding school athletic leagues, competitions and the creation and distribution of the coach’s manuals as well as be able to recruit, train and allocate officials for school competitions. This individual will be expected to represent the school on provincial athletic, regional and municipal sports associations and be prepared to work with a variety of stakeholders and interest groups both in the school, district and community. The Athletics Coordinator will need to manage sometimes-diverse interests/agendas and competing priorities, all within a respectful and collaborative environment.

The Athletics Coordinator will oversee the development, maintenance and appearance of the Wellness Center, as well as promoting the health and well-being of students and staff. This individual will also work hand in hand with the Boarding Activities Coordinator to ensure a unified approach in terms of offerings and programs. The Athletics Coordinator will be responsible for coordinating and overseeing the Health and Wellness workshops within the teacher collaboration. It is also expected that this person will work very closely and collaborate with the rest of the physical education department faculty.
Job Duties include

- Teach up to a maximum of 50% load
- Collaborate with other PE teachers to further develop Physical Education programming in the school
- Liaise with Boarding staff to support on and off campus activities during the week and on weekends
- Work closely with the Manager, External Programs and Out of School Care in the planning of activities to support the out of school and summer campus programs
- Manage all registration requirements and memberships for student-athletes in BC School Sports (this includes being familiar with eligibility requirements, overseeing appeals, paying of fees, registration of student athletes, registration deadlines), Night League Associations, and independent school sports associations
- Attend, chair and organize chair representation for the league commission (e.g.: for the ISABC volleyball tournament)
- Track and prepare student permission slips, risk assessments and informed consent forms
- Ensure coaches, athletes and volunteers are aware of the School’s Code of Conduct and relevant school policies and those of the various sporting organizations in which students are registered
- Oversee the booking of buses (SMS and external transportation needs)
- Attend all athletic association meetings for both public and independent schools
- Prepare weekly and monthly practice and game schedules to be broadcast to relevant parties
- Organize the Kindergarten – Grade 5 Outdoor Education trips
- Assist and provide support Grade 6 – 12 Strathcona/Outweek programs
- Organize and assist with SMS sponsored community athletic events
- Manage and maintain the Athletics budget
- Maintain semi-annual inventories of all equipment, perform monthly checks on that equipment and procure equipment as necessary
- Ensure athletic facilities are well maintained, tidy and organized
- Acquire and coordinate school team uniforms, in consultation with procurement personnel
- Organize sports equipment for the Junior Building playground for use during break times
- Establish facility schedule (gyms, tennis courts, fields) for practice times and league play (in conjunction with Manager, External Programs and departments where applicable)
- Semi-annually, report on participation rates and highlights of students engaged in athletic activities
- Liaise with the Communications Department in providing timely updates to be posted on the School website, parent newsletter, social media and other school correspondence
- Plan and coordinate the end of year Athletics’ Recognition Banquet
- Initiate and maintain a volunteer student-led sports management program to include student coaching, officiating, venue and equipment set-up, time and score keeping
- Coach at least one major sport and be available to coach when/where needed in the event of a coach’s absence
- Attend sports events as a support person including the taking of pictures or use of other media
Coordinate coaching staff (including the recruitment of community coaches as needed)
Mentor new coaches and support existing coaches
Coordinate external coaches and ensure all have completed pre-requisite criminal records checks
Other duties as assigned

Requirements and Qualifications include

- Current and valid Teacher Certification through the Teacher Regulation Branch
- Bachelor of Education degree specializing in Physical and Health Education, or related field
- Experience with BC Ministry of Education Physical and Health Education curriculum (Grades K – 12)
- Experience coordinating Athletics programs in an academic environment
- Demonstrated experience in human kinetics, physical education, sports administration management or equivalent
- Familiar with BC School Sports Rules and Regulations
- Class 4 BC Driver’s License is considered an asset
- Current First Aid/CPR certification
- Ability to successfully obtain Ministry of Justice criminal record check clearance
- Experience and / or a background in school or community sports including coaching
- Experience working effectively as a team member and team leader
- Excellent interpersonal and public relation skills
- Strong oral, written and computer skills
- Ability to multi-task
- Ability to manage a budget and setting of schedules (practice times, game schedules – home and away)
- Display excellent leadership skills
- Strong organizational and time management skills
- Possess strong computer skills
- Familiar with BC School Sports Rules and Regulations
- Coaching certification is an asset
- Actively support the vision, mission and values of our school

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references (in either Word or PDF format), quoting the Posting #2021031 in the subject line of your email to:

Human Resources
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