Crofton House is seeking a dynamic and innovative Program Coordinator, Athletics to join Crofton House at this exciting time in the School’s history. CHS is currently undertaking a mid-point review of its strategic plan to ensure we are ready to meet new challenges, seize new opportunities, and continue in our mission to educate young women, and encourage them to embrace their ambitions and make a meaningful contribution to society. This new position will play a pivotal role in this review by building on our legacy of excellence, teamwork and joy in the Senior School athletics program, with its 18+ teams and specialized facilities. The Program Coordinator will have the opportunity to shape the vision of a program dedicated to supporting and encouraging CHS’s passionate, dedicated and competitive student-athletes, and lead the vision for ongoing athletic success at local, provincial and national levels.

Reporting to the Assistant Director, Student Life and working collaboratively with School staff and community members, the Program Coordinator provides oversight and leadership to the Senior School’s athletics program (Grade 8-12). They are responsible for establishing the program’s vision, for overseeing its ongoing development and evaluation, and for ensuring the program is aligned with the School’s mission, values and strategic priorities.

**Key Accountabilities/Responsibilities:**

**Leadership**

- Establish and implement a clear vision and multi-year development plan for the athletic program that aligns with Crofton House School’s mission, vision, values and strategic priorities, and maximises the use of the school’s facilities. This includes both a competitive program and a recreational program to enhance the well-being of all girls.
- Establish annual goals for the program with an accompanying budget, and carry out an annual evaluation of their implementation for the Assistant Director, Student Life.
- Remain up-to-date on current research about girls’ athletics, health, wellness and BCSS regulations, advising the Senior Leadership Team as appropriate.
- Work closely with the Assistant Director, Student Life to promote School spirit and engagement with the CHS House System through recreational activities.
- Act as a teacher sponsor for the Prefect of Athletics and Athletics Council.
- Lead the recruitment of head coaches and assistant coaches in conjunction with Human Resources, ensuring that all coaches hold current required certifications.
- Oversee coaches orientation and safeguarding training, ensuring coaching staff is aligned with the philosophy of the CHS athletics program.
- Supervise and provide direction for all coaches during their respective sport seasons.
- Conduct end-of-season meetings with all coaches to review and discuss the season, complete coach feedback reviews (evaluations), and discuss areas of growth.
- Systematically incorporate student voice in end of season evaluations.
- Represent the School at athletic meetings, events and competitions with affiliated associations.
• Attend and present at Senior School meetings as required
• Participate in various School events such as Admissions events and parent information evenings to promote the senior school athletics program as required
• Actively engage with the advancement department to support alumnae initiatives and maintain strong working relationships
• Contribute to inspection and accreditation preparation as required
• Report annually to the Board, as required by the Head of School

**Decision Making and Management**

- Ensure that athletic handbooks are current, and that coaches, parents and student-athletes are adhering to the policies outlined in the handbook
- Responsible for the organisation and administration of all duties and responsibilities when hosting leagues, playoffs, provincial championships, VS2S Zones and ISAA’s Championships
- Attend and supervise all “home” games, matches, tournaments, playoffs and championships
- Build and foster collaborative relationships with parents, students, staff and external community members
- Organise officials for home matches and games
- Coordinate the scheduling of all athletic team season games with coaches
- Coordinate all the athletic awards
- Coordinate athletic trip transportation and accommodation with the coaches and teacher sponsors
- Organise, maintain and assign first aid kits to all sports teams when travelling
- Responsible for ordering, distributing, collecting, cleaning, repairing and storing all uniforms and equipment
- Ensure payment of all sport related membership and rental fees required for running the athletics program
- Liaise with Human Resources regarding coaching compensation
- Provide end-of-season and year-end reports for the athletic program to the Assistant Director, Student Life
- Manage the Crofton Falcons social media accounts
- Collaborate with the Communication and Marketing Department to promote sport at the School, as required

**Other:**

- Coach up to two teams per year
- Teach up to two sections of Physical and Health Education in the Senior School
- Liaise and collaborate with the Junior School Program Coordinator, Athletics, to ensure program alignment from JK-12
- Show energy, commitment and readiness to participate in the co-curricular program and the diverse life of the School community
- Other duties as assigned, based on the candidate’s skills, abilities and interests

**Key responsibilities of all teachers at CHS**

- Bring a student-centred, inquiry-based and collaborative approach to the delivery of the B.C. Curriculum
- Support the growth and development of individual learners through the delivery of the Crofton House School Ivy and Advisory programs
- Work collaboratively with teachers in the Senior School to plan, develop and implement an extraordinary learning experience for each student
- Build relationships with teachers and staff across the School through timely and responsive communication and availability
Set annual professional growth goals

Qualifications, Knowledge, Experience:

Essential
- B.C. Ministry of Education Certificate or Independent School Certification qualification criteria
- Relevant university qualifications preferably at the graduate level (e.g. Bachelor of Education) (essential)
- A passion for girls’ education and a deep understanding of the learning needs of adolescent girls, based on research and best practice
- Experience creating and delivering athletic programming
- Strong interpersonal, communication and problem-solving skills
- A collaborative and open approach, with a passion for teaching and athletics
- A deep understanding of the intercultural competencies required in a diverse community
- Experience in building positive working relationships with administration, teachers, coaches, parents, administrative staff and community partners
- Experience and evidence of success in the promotion and implementation of new initiatives related to athletics
- Demonstrated ability to be innovative, flexible and reflective
- Strong organizational skills with excellent attention to detail
- Energy and readiness to participate in the diverse life of the School community

Desirable
- Experience in an independent school
- Understanding of the expectations of a selective academic school
- Experience with the B.C. Curriculum
- Current first aid, CPR and AED certification
- A commitment to continued professional development and growth
- Experience working with students across Grades 8 to 12 (preferred)

Employment and Application Details:

Classes begin in early September 2022 following teacher orientation in late August 2022.

Employees of Crofton House School receive competitive compensation, including participation in the Crofton House Pension Plan (RRSP) and generous support for professional, educational and leadership development. Relocation assistance is also available for this role. Please note that applicants must be able to legally work in Canada and hold a valid BC Teaching Certificate, or be in the process of obtaining a valid certificate.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are received. Qualified applicants are encouraged to apply as soon as possible. Posting is ongoing until filled.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents and enthusiastic students. Collaborative,
student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers