

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Extra-Curricular

Posting Dates: November 7 - 14, 2023

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Location
Activities Director – Middle School	Reeves MS
<i>This position will include game management for girls Basketball, Boys Volleyball, Boys Basketball and Girls Soccer.</i>	
<i>This position will work Monday and Thursday evenings, 4:00 pm – 6:30 pm, November 2023 – April 2024.</i>	
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>	
Salary: Extra Curricular Salary Schedule - \$3,821 - \$4,552	
<i>Please note that the salary range provided is for the annual stipend amount. Contract will be prorated based on actual start date</i>	

Purpose: The job of “Middle School Activity Director” is done for the purpose of promoting the active participation of students in extracurricular activities.

Qualifications:

- Knowledge of and interest in middle school athletics
- Ability and willingness to work with people for planning, coordinating and solving problems
- Organizational ability for the purpose of monitoring student participation, ordering supplies and checking inventory for athletics
- Willingness to be available and responsible for game management and supervision of home events
- Must have regular attendance

Responsibilities:

- Familiar with the expectations and duties of coaches
- Participate in the long-range planning and monitoring for ordering uniforms, supplies, equipment etc.
- Be knowledgeable of the middle school sports program
- Provide supervision for home events as applicable and shall provide supervision until all students have safely left school grounds.
- Meet with all new coaches to help them find equipment and supplies to assist their coaching needs
- Communicate requests, needs and suggestions to the building administrators

- Check to see that fields, gyms and facilities are prepared for events
- Assist in the hiring of coaches
- Other duties as assigned

Licenses, Certifications, Bonding and/or Testing Required:

- Criminal Justice Fingerprint Clearance

Application Procedure for out of district candidates

Apply through EdJobsNW @ <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://www.osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.