



AVENIDA EL RODEO 14200  
LO BARNECHEA | SANTIAGO | CHILE  
+56 2 2339 8100

[www.nido.cl](http://www.nido.cl)

**Position:** Assistant Director of Student Activities

## **Primary Responsibilities**

### **1. Leadership and Supervision (assisting the Director of Student Activities)**

- Recruiting, supervising and evaluating department and office personnel to the highest standards and in alignment with Nido's mission and core values
- Delegating the day-to-day operation of the program while maintaining effective overall supervision
- Hiring coaches and evaluating the performance of individual coaches/sponsors in collaboration with Principals
- Ensuring that coaches/sponsors uphold the rules, policies, and protocols of the Nido Co-curricular program
- Working with the leadership team to ensure policies, programs, objectives, and goals are consistent with best practices locally and worldwide, and that they align with the school's mission, core values and policies
- Supervising the School Nurses and working with Facilities and Security to ensure that support services and emergency response systems are maintained at the highest standards to maintain the health and safety of the children
- Preparing, managing, and overseeing the annual Student Activities budget

### **2. Development, coordination, and implementation of programs and activities (assisting the Director of Student Activities)**

- Responsible for development, coordination and implementation of collaborative programs, activities and competitions with local and overseas institutions as appropriate, not limited to the following organizations and teams/groups: SAAC, AMIS, and invitational tournaments/events; Performing Arts, Service groups, MUN, Swim Team and like activities; Community programs e.g. Soccer Academies and adult leagues (basketball, volleyball, soccer, softball, etc.)
- Coordinating and organizing student travel and hosting
- Scheduling and booking of venues and facilities, resolving conflicts as they occur
- Arranging officials/referees/judges; mediating disagreements between coaches/sponsors, and referees
- Collecting from coaches/sponsors the records kept of each High School and Middle School team for each season





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- Planning and executing special events, e.g. MS and HS athletic banquets, ordering plaques, trophies and awards when needed, preparing event certificates and thank-you letters

### **3. Communications and Community Relations (assisting the Director of Student Activities)**

- Representation of the school at conferences, AD networking events and any other activities involving participation of Nido teams/groups
- Approving and monitoring use of the campus by outside groups, in coordination with Facilities, Security, and the Business Manager
- Appointing/selecting the Athletics Club Council each fall, and leading that body in service to sports and support of the Boosters throughout the year.

## **Qualifications and Experience**

- A Bachelor's degree and preferably current teaching qualifications
- At least three years of successful experience as a teacher and/or coach
- Commitment and integrity
- A sound understanding of the philosophy of the co-curricular program and the needs of students with regard to co-curricular activities
- Knowledge of the overall operation of a co-curricular program
- Outstanding interpersonal skills and cultural sensitivity, able to clearly communicate both orally and in writing to a diverse group of cultures and in diverse settings
- Scheduling experience
- Proven organizational skills
- Excellent problem-solving, conflict resolution and team-building skills
- Strong listening skills
- Demonstrated proficiency in required technology
- Demonstrated proficiency in Spanish required

**Reports to:** Head of School

**Time commitment:** Full-time

Interested candidates should send their letter of interest along with their CV and reference list by email to: **David Perry, Head of School**, through, Adriana Hernandez at [Ahernandez@nido.cl](mailto:Ahernandez@nido.cl) until March 15<sup>th</sup>, 2019.

