

Position Type: Full-Time (Administrative)

(Mon- Fri 12:00 - 8:00 pm, Sat 8:00 - 1:00 pm)

**Position Overview:**

The Athletics and Sports Academy Manager plays a pivotal role in promoting a culture of sports excellence, fostering student-athletes' growth, and ensuring the smooth operation of the school's sports academy. The Athletics and Sports Academy Manager will lead and enhance the sports programs at Al-Rayan International School.

**Key Responsibilities:**

**Strategic Planning and Budgeting:**

- Develop and implement a 3-5 years strategic plan for the Athletics and Sports Academy aligned with the school's overall goals.
- Identify opportunities for program growth, enhancement, and community engagement.
- Develop and oversee a yearly budget based on strategic planning.

**Athlete Development:**

- Design and oversee athlete development programs to enhance skill levels, physical fitness, and sportsmanship.
- Provide guidance and support to coaches in developing personalised training plans for student-athletes.
- Accompany athletes to local, regional and international competitions.
- Organise a yearly calendar for invitational and competitions. This should happen in ARIS, Ghana, Africa and beyond.

**Sports Program Management:**

- Manage the day-to-day operations of the Athletics and Sports Academy, including scheduling, facility coordination, and logistics for sports events and competitions.
- Collaborate with the school's leadership team to integrate sports programs into the broader curriculum.

**Coach and Staff Management:**

- Recruit, organise training, and supervise coaches and sports staff to ensure a high standard of coaching and mentoring.
- Conduct regular performance evaluations and provide professional development opportunities for coaching staff.

**Facility and Equipment Management:**

- Coordinate with Operations on the maintenance of sports facilities and equipment.
- Oversee and manage the rental of the facilities and equipment based on clear guidelines.

**Community Engagement:**

- Collaborate with local, regional and international sports federations and build strong relationships with other competition organisers, academies and schools.
- Foster positive relationships with parents, alumni, and the broader community.
- Organise events and initiatives to showcase the achievements and contributions of the Athletics and Sports Academy.

**Qualifications:**

- Bachelor's degree in Sports Management, Physical Education, or a related field. Master's degree is a plus.
- Proven experience in sports program management, preferably in an educational setting.
- Demonstrated success in athlete development and coaching at various levels.

**Qualities:**

Dedication to the job, the ARIS core values, subject-specific expertise and student centred teaching/training approaches. The ideal candidate should have strong organizational and leadership skills with the ability to manage a diverse team. He/She should have excellent communication and interpersonal skills, knowledge of international sports standards and regulations and be committed to fostering a positive and inclusive sports culture.

**How to Apply:**

Interested candidates should submit their resume, cover letter, and contact information for three professional references to [recruitment@aris.edu.gh](mailto:recruitment@aris.edu.gh) Please use the subject line "Application for Athletics and Sports Academy Manager."

**Application Deadline: April 30th 2024.**

Al-Rayan International School is an equal opportunity employer. We encourage candidates from all backgrounds to apply. Only shortlisted candidates will be contacted for interviews.