



4048 Laurel St. #203, Anchorage, AK 99508 / Phone: 907-563-3723 / Fax: 907-563-3739 / Web: www.asaa.org

Alaska School Activities Association

Position Vacancy Announcement

Athletes as Leaders Coordinator

The Athletes as Leaders Coordinator, under the director of the ASAA Students Services Director, will provide oversight and development of all operations of the Athletes as Leaders Program. This will include seeking and monitoring grant opportunities and assisting with the Coaching Boys Into Men program. The ASAA office is in Anchorage, Alaska. The successful candidate will be expected to reside in Anchorage on a full-time basis.

MINIMUM QUALIFICATIONS

- Bachelor's Degree required. Advanced degree preferred.
- Minimum of 10 years of experience in secondary school athletics and activities.
- Knowledge of interscholastic athletics and activities procedures, practices, systems and equipment required;
- Expectation of working evenings and weekends on a regular basis;
- Expectation of travel throughout the State of Alaska;
- Ability to operate a vehicle (Alaska Driver's License) in and outside the state of Alaska;
- Ability to work with people of all ages;
- Ability to read, write, interpret, and comprehend oral and written instructions, bylaws, correspondence, regulations, policies and procedures;
- Evidence of strong leadership, planning and decision-making skills;
- Demonstrated ability to plan and direct a high level of programming and activities;
- Ability to establish and implement annual budgets; and
- Ability to understand and interpret financial statements.

PREFERRED ADDITIONAL QUALIFICATIONS

- Master's Degree in related field;
- Successful experience in school administration;
- High level of proficiency in Microsoft Word, Excel, PowerPoint and Outlook;
- Understanding the dynamics of the Alaska education environment and high school interscholastic activities; and
- Experience in managing business operations.

EXPECTED SKILLS AND CHARACTERISTICS:

- Effective leadership skills (including decision-making, listening, empowerment, motivation, crisis management, and accountability skills) are critical to job performance and success.
- The ability to develop, recommend, and implement visionary and goal oriented strategic planning.
- The ability to effectively manage financial operations, including skills in effective financial analysis, cost-controls, revenue-development, and budgeting.
- The ability to effectively manage an office and its personnel at various levels, including the hiring (with approval from the Board of Directors), training, supervision, and possible termination of personnel.
- The ability to effectively and positively communicate with key parties, including the Board of Directors, representatives of member schools, members of advisory and other ASAA committees, legislative personnel, the media, and student-athletes and their parents.
- The ability to effectively represent ASAA to third parties and to project an appropriate image for the organization.
- The ability to oversee the effective handling of organization-sponsored championship tournaments and contests.
- The ability and skills to utilize, and stay current with, contemporary technologies, which support the administration of interscholastic athletics on a statewide basis.
- The ability to listen to all positions and consider relevant variables while timely and objectively applying ASAA-adopted rules and regulations.

SALARY AND BENEFITS: The salary and benefits are competitive with in most Alaska public school districts, however medical benefits are not included.

START DATE: The person hired will be expected to begin in the position, effective Monday, August 1, 2021

APPLICATION PROCESS: Applicants should forward a letter of interest, a resume and three reference letters to Brian Hosken. Any questions concerning the hiring process should be directed to Brian Hosken, Director of Student Services. Application information will be available on the ASAA website at www.asaa.org or you may contact Brian Hosken by e-mail at brian@asaa.org for more information. Applications must be received at the address listed below by 2:00 pm, Monday, **July 12, 2021**. Applications will be accepted by e-mail at brian@asaa.org or send a complete packet to:

ASAA
c/o Brian Hosken
4048 Laurel Street, Suite 203
Anchorage, AK 99508

HIRING PROCESS: Preliminary screening will on July 13, 2021. Interviews with finalist candidates will occur during the week of July 19, 2021.

ASAA is committed to the principles of equal employment opportunity for all individuals. ASAA will make all employment-related decisions without regard to race, color, religion, gender, age, national origin, ethnic background, or non-job related disability or handicap.