



## Job Description Co-Curricular Activities Assistant

### SUMMARY

The Co-Curricular Activities Assistant will be involved with all aspects of our co-curricular programs, with a spotlight on Athletics. This person will work directly with the co-curricular activities department as well as many different community stakeholders. This position will require flexible working hours depending on events, however, it will often be Monday to Friday from 10:00 to 18:00.

**Team:** Co-Curricular department

**Report to:** Co-Curricular Coordinator(s)

**Term:** 1 Year

### GUIDING PRINCIPLES:

- Supports and advances the Mission, Vision and Beliefs of the American International School of Bucharest.
- Supports student learning and achievement through cooperative effort and best practices.
- Supports and advances international education.
- Supports and advances the Co-Curricular philosophy

### A SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Strong communication, organizational, self-management and collaborative skills;
- Knowledge of the sports offered at AISB;
- A growth mindset and openness to learning and developing new skills;
- An open-minded approach to working with a variety of cultures;
- Good-humor and team-spirit values;
- Collaborative approaches to working and learning;
- Reliability and trustworthiness to work independently.

### KEY RESPONSIBILITIES:

*The following description is not intended to be an exhaustive list of all duties associated with this position. Other responsibilities may be assigned as required by the Co-curricular Activities Coordinator(s):*

- Supervise and organize the transition, attendance taking, and dismissal of co-curricular activities;
- Directly responsible for managing and supervising the elementary late dismissal(s);
- Communicates with local clubs and stakeholders in coordinating matches and events;
- Setting up and arranging equipment for CCAs & events together with the Athletics Facilities Assistant (this also involves painting lines on the football pitches)
- Direct supervision of students (recess, lunch, and after school);
- Supervise weekend activities (by rotation) on campus as needed and at times be the point of contact for coaches and activity leaders;
- Supporting the CCA department during local and international competitions and events;
- Actively contributes to the CCA working documents through Google platforms and Veracross Student Information System;
- Manage the inventory of sports gear and uniforms;
- Actively manages the AISB Facility Usage & Guestlist Site;
- Directly responsible for sweeping the facilities after late practices;
- Involved in the sourcing and purchasing of local equipment as needed by the program;
- Represents the CCA department by working at and helping with the organization of the Summer Camp;
- Supervises sports camps that might be held during school breaks.

## **QUALIFICATIONS / EXPERIENCE:**

- Preferred degree in Physical Education and/or Sports Management;
- Experience working with children;
- Fluency in English,
- Possesses a valid Driver's license & First Aid Training Certification

## **TERMS OF EMPLOYMENT & CONTRACT**

This is a one-year determined 100% full time local hire position on a specialist administrative scale.

## **APPLICATION**

All applicants should send an email with the letter of application related to this job description, addressed to the Secondary Principal, Mr. Viktor Novakovski - Secondary Principal, a current résumé and at least two confidential referees on our school online job application form:

<https://forms.veracross.com/Forms/aisbucharest/ApplicationforEmployment/Personal.aspx>

The school reserves the right to appoint an applicant at any stage.

The school is committed to safeguarding children and young people.

All post holders are subject to rigorous background checks with regard to previous employment and are mandated to supply a police report to this effect.