

# 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 Wednesday to Friday from 11:00 to 19:30 and Saturday & Sunday from 8:00 to 16:30.

**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 lead 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;
- Organising and running lunchtime intramural competitions;
- Direct supervision of students (recess, lunch, and after school);
- Supervise weekend activities on campus and 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 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;
- Coordinates the Summer Camp;
- Coordinates sports camps that are 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 minimum 60% part time local hire position on a specialist admin 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 [vnovakovski@goaisb.ro](mailto:vnovakovski@goaisb.ro). The school reserves the right to appoint an applicant at any stage.