



DIRECTOR OF STUDENT ACTIVITIES

Core Responsibilities & Essential Duties

ACTIVITIES DIRECTOR: Seven Core Responsibilities

(Adapted from the National Standards for Sport Coaches.)

- Set Vision, Goals, Standards, & Systems for the Activities Program
- Engage In & Support Ethical Practices
- Build Relationships
- Develop a Safe Activities Environment
- Create a Positive & Inclusive Activities Environment
- Supervise, Manage, & Develop Staff Personnel
- Strive for Continuous Improvement

ACTIVITIES DIRECTOR: Essential Duties

- ➔ Personnel Management, Coaching Conversations, Program Review, & Staff Development
- ➔ Systems Development, Implementation, & Review
- ➔ Game Day Operations & Logistics, Meet Operations, & Event Management
- ➔ Scheduling & Facilities Coordination
- ➔ Sports/Activities Media Information, Marketing, Special Promotions, & Awards Recognition
- ➔ Student Eligibility Clearinghouse Policies, Procedures, & Forms
- ➔ Student Leadership & Engagement
- ➔ Financial Management & Funding Sources
- ➔ Program Development & Enhancement
- ➔ Professional & Community Relations
- ➔ Professional Development
- ➔ IGHSAA & IHSAA Regulations
- ➔ IHSADA: Membership, Opportunities, & “AD Toolbox”

“Our essential purpose is to become the best version of ourselves. Your organization can only become the best version of itself to the extent that your people become the best version of themselves.” Matthew Kelly