



Athletic Director

Hebron Academy – Hebron, ME

July 2025

The Athletic Director administers all facets of Hebron Academy's athletic programs with the understanding that organized sports form an integral part of every student's Hebron experience. The Athletic Director is responsible for building and promoting athletic programs that will encourage a lifelong love of physical activity and an appreciation for teamwork and fair play.

Essential Duties and Responsibilities

The Athletic Director is required to support the school's mission and culture, leading the coaches and athletics faculty to do the same. Essential and most important duties are:

- Is a member of and attends regular meetings of the MAISAD league - the Maine Association of Independent School Athletic Directors.
- Communicates with other NEPSAC athletic directors as necessary and maintains strong relationships, particularly with the MAISAD and Lakes Region Athletic Directors.
- Schedules all athletic contests for all Hebron teams in the fall, winter and spring seasons.
- Prepares a weekly athletic schedule listing game times, travel information and other details, particularly with an eye toward managing missed class time.
- Schedules all transportation for athletic teams and arranges for outside



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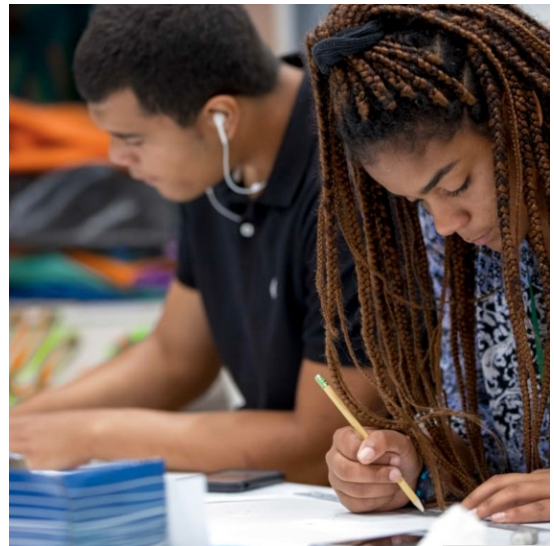
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coach bus transportation when needed.

- Works closely with the assignor from each official's organization to arrange officials for all home games. Coordinates payment of officials with the Business Office.
- Arranges for off-campus facility use as needed. This includes making all arrangements and coordinating scheduling with the Lost Valley and Sunday River ski areas as well as Bates and Bowdoin Colleges for use of their fields (if necessary).
- Manages all aspects of the athletic budget and works closely with the Business Office.
- Manages Hebron's uniform and equipment inventory, including laundry. Arranges for the repair and reconditioning of uniforms and equipment and places orders for new uniforms and gear as needed. Maintains a strong relationship with outside vendors.
- Ensures that athletic trophies, plaques, and championship banners are kept up-to-date.
- Arranges hotel accommodations, transportation and meal money for traveling teams.
- Coordinates special meal request (early breakfasts, bag lunches, late dinners, etc.) with the manager of Hebron's dining service.
- Works with coaches and the maintenance department to insure appropriate, well-maintained and safe playing spaces for all teams.
- Helps to set up for all home athletic contests.
- Is a strong presence in Hebron's Athletic Center, being sure that the facility is in good condition. Arranges for the repair, inspection and regular servicing of our fitness center equipment.
- Shares regular weekday, evening and weekend duties in the school's Athletic Center.
- Works closely with communications to ensure website scores are up-to-date.
- Assigns all coaching responsibilities.
- Works closely with school administrators to develop after school activity and athletic programs that support the schools vision and population.



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- Perform other administrative duties as directed by the Head of School.
- Maintains good attendance with all obligations, including meetings.
- Completes all annual employment trainings by assigned deadlines, maintains licenses and credentials (if applicable).
- A member of the Administrative Team.
- Supervision and leadership for all coaches, Assistant Athletic Director and Athletic Trainer.

Other Duties

- Coach or lead after school activities during two of three seasons, if necessary.
- Advisor to assigned group of students.
- Participates as Administrator on Duty, on a rotating basis.
- Seeks at least one professional development opportunity each school year.
- May be asked to help with student transportation.

Qualification Requirements

- Bachelor's degree required, advanced degree a plus.
- Relevant work experience is required.
- Demonstrated capability for leadership, management, and problem solving.
- Excellent interpersonal and communication skills, both written and oral.
- Sense of humor, patience, tolerance, and most importantly, enthusiasm for adolescents. Familiarity with an independent school environment is preferred.

To Apply

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

- A cover letter expressing interest in this particular position;
- A current resume with all dates included; and

to Rice Byran (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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