



**Athletic Director**  
**Lincoln School – Santo Domingo de Heredia, Costa Rica**  
**July 2024**

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**Job Title/Puesto:** Athletic Director/Director Atletico

**Department/Departamento:** Sport Activities/Actividades Deportivas

**Supervisor:** Student Life Director

**Supervises/Supervisa:** FC Assistant Program Director, Coaches and Assistant Coaches

**Objective/Objetivo:**

Manage all facets of an athletic program, including scheduling, hiring coaches, promoting programs and events, ordering equipment, constructing budgets, and facilitating operations.

**Responsibilities/Responsabilidades:**

- Providing guidance and direction for a school's sports program
- Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep.
- Coordinating with coaches about the scheduling of games and practices



Carney, Sandoe & Associates

The Search Group

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- Collaborating with conferences and leagues about scheduling issues.
- Speaking with league officials about subjects such as postseason play.
- Determining the time allocated for a field, court, or weight room.
- Working with coaches and perhaps a travel coordinator to plan trips.
- Coordinating officials and umpires at games and budgeting for their pay.
- Filing reports on the status of each team and its successes and shortcomings.
- Mediating any disputes between athletes and coaches or between coaches.
- work with other school administrators to assure that student-athletes are academically eligible for a given sport.
- Effectively handling and delegating tasks to other team members.
- Manage relationships with coaches, school personnel, and the public.

**Knowledge | Skills/Conocimientos | Habilidades:**

- Excellent communication skills.
- Excellent organization skills.
- Leadership abilities.
- Problem-solving skills
- Proficient in English
- Proficient in Microsoft Excel and other MS Office suite applications

**Education & Experience/Educación y Experiencia:**

- Bachelor's degree in education, physical education, or a related field.
- 3 years of experience in similar positions.

**Apply:** Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Current resume, including phone number and email address*
2. *Cover letter stating interest in and qualifications for the position*
3. *Personal statement*
4. *Reference List*

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



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& ASSOCIATES

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