



Director of Athletics

Boston, MA

The Winsor School

The Winsor School is Boston's independent girls' school for academically promising and motivated students in grades five through twelve. Our diverse, vibrant community values intellectual curiosity, authentic engagement, and personal integrity, and prepares young women to pursue their aspirations and contribute to the world. Winsor strives to create an environment of respect and inclusion.



Job Summary

The Director of Athletics reports to the Head of School and serves as a member of Winsor's Admin Council. The role leads and manages every aspect of Winsor's interscholastic athletics program, develops and supports its philosophy and policies, and ensures that it remains integrated with Winsor's overall mission and purpose. The director is responsible for developing and leading Winsor's strategic vision for the athletics program, in partnership with the Admin Council and Head of School.



**Carney
Sandoe**
& ASSOCIATES

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Essential functions:

- Oversees the day-to-day operations of the Athletics and Physical Education Department, including the supervision of the Associate Director of Athletics/Physical Education Department Chair, Athletic Trainer, and Athletics Administrative Assistant.
- Manages the school's athletic facilities alongside the Chief Operations Officer and Director of Facilities, including the gym, fitness center, squash courts, and other facilities in the Lubin-O'Donnell Center (LOC), and the campus turf fields.
- Working closely with the Physical Education Department Chair, ensures the physical education program runs smoothly and encourages life-long physical fitness habits.
- Recruits, hires, onboards, develops, supervises, and evaluates coaches (approx. 80-90 annually) for all of the sports offered at the school.
- Is a visible member of the Winsor community both internally and externally. Internally, the Athletic Director is actively involved in all facets of school life, athletics and otherwise. Externally, the Athletic Director is an ambassador for the school's athletics program.
- Partners with admissions, communications, and advancement colleagues in leveraging our athletics program to strengthen Winsor's brand and community.
- Collaborates with division heads, business office, and faculty to achieve programmatic goals and develop fulfilling opportunities for teacher-coaches.



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- Partners with the Wellness Department on shared programs, resources, and goals, ensuring that student growth, development, wellness, and mental health are central to the athletics program.
- Serves as a thought partner with the Head of School and other members of the leadership team, providing strategic leadership for athletics as a key program of the school.
- Leads and oversees team members in managing balanced team rosters, facilities use, rentals (9+ major facility rental partners during each season), scheduling, transportation, game operations, special events, and more.
- Understands and integrates the evolution of high school sports, girls' athletics, today's student athletes, and the importance of understanding families in our athletic programming.
- Builds a positive team culture and school spirit that is competitive and team-oriented.
- Oversees a wide range of team sports, skill levels, and student experiences including 14+ sport programs at varsity, JV, middle school levels.
- Provides professional development and growth opportunities to coaching and PE staff.
- Navigates the expectations of student-athletes and their families with care, candor, and compassion.
- Serves as an ambassador for Winsor athletics and maintains strong relationships with peer schools, athletic directors, and coaches in the Eastern Independent League and NEPSAC.



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Qualifications and Skills

- Bachelor's degree, master's degree preferred.
- 3-5 years in school athletic leadership and management; experience in independent school athletics preferred.
- Coaching and playing experience in one or more sports that Winsor offers.
- Commitment to girls' schools and girls' athletic experiences.
- Strong background in managing complex athletic programs, including logistics, facilities, scheduling, and staff development.
- Appropriate personal and professional boundaries.
- A demonstrated commitment to community and inclusion work.
- Proven effective communication and engagement with students, colleagues, and parents.
- Experience collaborating with admissions, business office, college counseling, and facilities to align athletics priorities with institutional goals.
- Visible and relational leader who builds strong trust and alignment across constituencies.
- Sound judgement as a resourceful, persistent, and flexible problem solver.
- Ability to multitask.
- Proven ability to support and mentor coaches and staff.
- Ability to create and maintain strong relationships with other league athletic directors, rental partners, local colleges and facilities, and the City of Boston.

The salary range for this position is \$175,000 - \$200,000



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To Apply:

Interested candidates are invited to send a **resume** and **cover letter** to:

Rice Bryan, Senior Associate
Carney Sandoe & Associates
Rice.Bryan@carneysandoe.com

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
Amanda.Gastel@carneysandoe.com

Please do not contact the school directly



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