

Job Description

Beijing City International School

TITLE: Assistant to Director of Athletics/Activities

QUALIFICATIONS: Bachelor's Degree or higher

REPORTS TO: Director of Athletics/Activities

JOB GOAL: Provide secretarial/administrative assistance to the Director of Athletics and Activities to ensure operational management of logistical aspects of the BCIS Enrichment Activities (EA) programs across all sections of the school (ECC, ES, SS). Engage in and contribute to strategic processes to help ensure the continued development and relevance of the BCIS EA program.

QUALIFICATIONS:

- functionally fluent in English (and Chinese)
- excellent organizational skills
- ability to set and meet deadlines
- excellent interpersonal skills
- prepared to work collaboratively
- ability to see their role and function in a “big picture” context
- experience in sporting event management will be an advantage, but not essential

Work philosophy:

The Assistant to the Director of Athletics & Activities will be one of three team members in the Activities Office. The team consists of the Director of Athletics and Activities and two assistants. At some times & for some purposes, the team will recruit the services of other BCIS staff to achieve specific objectives.

All team members should expect to thoughtfully and enthusiastically contribute to the successful accomplishment of short- and long-term team goals. Although in general, team members will have specific assigned responsibilities, all members of the team could be expected to assume responsibility for any team tasks at some times.

The dynamics of the working relationships within the EA office will best suit a person with a “can-do” attitude – someone who is excited about a level of working autonomy that encourages them to design novel solutions to challenges.

RESPONSIBILITIES:

As part of the BCIS EA Office Team, and with the support and guidance of the Director, assume various logistical and strategic responsibilities for the organization and management of EAs including but not limited to :

-develop high functioning competence in the use of relevant software applications (SchoolsBuddy; AutoCoach Timing & meet management; Hytek Meet Manager & Team Manager; facilities management software; other as appropriate)

Deputize for the Director of Athletics and Activities when appropriate due to absence of the Director for
 -meetings
 -tournaments/exchanges

-liaise with outside providers, staff and students to prepare a list of offered EAs for each season
 -use designated software (currently SchoolsBuddy) to prepare for student registration for EAs
 -publish activity list and registration information to all ES parents
 -determine which activities will operate in each season, using EA guidelines
 -ensure accurate records of participants & help to communicate participant information to relevant stakeholders (parents; teachers; activity providers; bus coordinator)
 -ensure timely, adequate and appropriate communication with all stakeholders
 -book BCIS facilities needed for each EA season
 --create attendance monitoring structure and ensure all EA supervisors maintain accurate attendance records

Maintain a record of all non-BCIS staff adults who interact with BCIS students.

Ensure all non-BCIS staff adults who interact with BCIS students have completed the appropriate RAN training and have signed the Code of Conduct document.

Maintain accurate records of RAN training participants and Code of Conduct form.

Archive signed Code of Conduct forms.

Providing secretarial/administrative assistance to ECC EA Coordinator

-particularly in the lead-up to each EA season, provide information management support to ensure accurate records of participants & help to communicate participant information to relevant stakeholders (parents; teachers; activity providers; bus coordinator)

Assisting with communication and promotion regarding EAs

-assisting with maintaining season & schedule information in a variety of locations such as website; student bulletin; wechat groups; notice boards.

Assist with gathering relevant information & images for distribution through school wide media screens

Assisting with liaising and communication with outside service providers (in English & Chinese)
 -contacting providers regarding child protection practices & obligations; facility use schedules;
 expectations for facility users

Assisting with liaising and communication with suppliers (in English & Chinese)
 -contacting suppliers; assist with communicating with suppliers; assist with follow up on orders from
 suppliers

Assist in creating & maintaining inventory of items related to Athletics/Activities (for example: uniforms;
 timing equipment; portable and fixed banners)

Providing translation of information and communication from English to Chinese and Chinese to English
 when necessary.

Assisting in maintaining & publishing schedules for
 -facility use
 -EA activities available

Assisting in communicating with BCIS internal service providers
 -for example, bus coordinator; nurse; property management

Assisting in maintaining schedules for provision of services relating to athletics & activities
 -bus schedule; nurse overtime; set up and pack down for events; informing security regarding visitors to
 campus;

Assisting with secretarial aspects of managing EA budgets
 -preparing PRs; following up on payment of PRs to suppliers; maintaining record of PRs generated & paid,
 to aid in budget monitoring

Assist with preparation and distribution of information regarding student travel events
 -ISAC & ACAMIS Sports; ISTA; MUN; Roots & Shoots;

Assist in creating & maintaining student information records relating to student travel events
 -passport info; insurance info; dietary needs info

Assist with communication with outside providers regarding transport & accommodation for student travel
 events

Assist in the provision of services to BCIS staff who offer EA opportunities

-for example, liaise with suppliers & providers; assist with travel arrangements; preparing PRs; following up on payment of PRs to suppliers

Assist in specific database management for specific events

-swim meets hosted @ BCIS and elsewhere (HyTek Meet Manager)

Assist in creation & maintenance of database of staff involvement in EA activities

-monitor realization of contractual obligation; maintain record of staff available for “one-off” events (swim meets; Bethel or MCF visits etc)

From time to time there may be special projects requiring EA Program team members to work out of normal office hours – for example, after 17:00 or weekends.

WORK YEAR: Salary to be established by Head of School with approval of Board.

EVALUATION: Performance of this job will be evaluated by Director of Athletics/Activities in accordance with Board Policies and Protocols.

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child