



[Residency]

Athletic Department Resident

Position Statement 2023-25

Kent Denver's Athletic Department is seeking an **Athletic Department Resident** beginning in the 2023-2024 academic year. This two-year residency is designed for those who are interested in offering their passion, ideas, and expertise in athletics and wellness to students and educators at a nationally ranked independent school, while gaining experience and mentorship for a career in leading, coaching and supporting innovation work in the athletic department. Special attention for the position will be on sports information, marketing, game management and communications, and offers the ability to be a part of all areas of innovation within the Kent Denver Athletic Department.

Kent Denver School is a college preparatory day school of 700+ students in grades 6-12 located on 220 acres in suburban Denver. Kent Denver has been recognized for our leadership in diversity, equity, and inclusion. We are committed to fostering a culturally diverse faculty and student body and we are eager to consider applications from candidates who believe in the critical importance of diversity in the life of a school.

Responsibilities:

Communications:

- Ensure consistent branding and social media coverage for all teams
- Oversee Kent Denver athletics website with the KDS communications office.
- Kent Denver athletics twitter/instagram -- all Social Media accounts:
 - Oversee Social Media expectations with Head Coaches and monitor accounts associated with individual teams
 - Manage the Coaches Acceptable Use Policy with Communications Office
 - Train coaches/managers, educate student-athletes
 - Pull video clips from games for social media and local media outlets
 - Update MaxPreps website and feed any other league websites or social media
- Support on-campus Media Days sessions for all three seasons
- Manage and promote school live streaming service
- Support graphic design for sport brochures to publish around campus during events
- Facilitate coverage by local media, including print and broadcast outlets
- Promote athletics achievements internally with our campus digital signage
- Oversee Sun Devil of the Week program support and promotion in coordination with Communications
- Post Game Day rosters (online and/or hardcopy) for all home varsity games

Game Day Management:

- Serve as the Administrator on Duty for home contests
 - Greet teams when they arrive to campus



- Run scoreboards for all home contests
- Pay officials
- Set-up gyms/fields on game days

Student Admissions:

- Serve as liaison with Admissions team to provide relevant athletic content to prospective families and generate content to draw interest and excitement to our programs

Other Duties:

- Maintain update KDS Team Rosters and archive
- Coordinate all Athletic Digital Signage
- Support all awards and records publicity
- Support daily office operation
- Oversee all aspects of the Kent Denver Letter Club
- Serve as an student advisor(either Upper School or Middle School)
- Other duties as assigned by the Director of Athletics

Qualifications and Experience:

- Bachelor's degree in Sports Information, Athletic Administration, Communications, or a related field preferred.
- Previous work with middle and high school aged students is desired.
- Commitment to the belief that a diversity of perspectives, cultures, ideas and skills working together is fundamental to the health, sustainability and effectiveness of a community.
- Ability to meaningfully receive, reflect on and apply feedback to one's professional growth.
- Ability to effectively communicate in person and in writing with students, colleagues, and parents.
- Familiarity with technology including computer-aided design tools, electronics, computer software and social media management tools.
- Demonstrated ability to identify opportunities to proactively streamline processes, solve problems, organize ideas, and customize solutions that benefit community members.
- Ability to move equipment weighing up to 50 pounds.

Supervisor: Director of Athletics

Salary:

The salary is \$28,000 with option for on-campus housing

Benefits:

This is a full time position with full medical, dental and retirement benefits, sick and personal leave. More information will be available at the time of the interview.

Additional Employment Info:



- Weekly working time: 40-50 hours per week during the academic school year
- Paid vacation: 6 weeks during the summer, 1 week each for Fall, Winter & Spring Breaks
- Delicious lunch provided during school days
- Wellness & Professional Development opportunities
- Option for on-campus housing

Kent Denver School Employment Policy:

Kent Denver School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, creed, color, religion, transgender status (including gender identity or gender expression), sex (including pregnancy), gender, age, national origin, ancestry, physical or mental disability, marital status, marriage to a coworker, sexual orientation, status with regard to public assistance, membership or activity in a local commission, veteran status (including Vietnam era veteran status), genetic information, military service, application for military service or any other characteristic protected by applicable law.

Our school makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

Community Promise:

Kent Denver School will foster a culture where all differences and identities across gender, ability, religion, sexual orientation, race, ethnicity and economic background are valued, celebrated and recognized as an essential quality of the education offered in our dynamic learning environment. All members of the KDS community are asked to consider and commit to this promise and strengthen our mission-driven work and impact.