



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title: Athletics & Explorations Coordinator
Department: Community Life
Reports To: Dean of Student Life
FLSA Status: Exempt
Date Prepared: March 2026

Position Summary

The Athletics & Explorations Coordinator is a multifaceted role that bridges the gap between traditional/non traditional sports and diverse co-curricular "exploratory" programs. This position ensures that students in grades 6–12 have a wide range of opportunities to develop physically, socially, and emotionally beyond the classroom. This role demands a dynamic and passionate individual who can seamlessly blend administrative prowess with a genuine enthusiasm for sports and explorations. The ideal candidate will possess strong organizational skills, an eye for detail, and a deep understanding of coaching, training, and program development. This position is a full year (12 months), full time, benefits eligible position.

NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Athletics and Explorations: Oversee the administration and implementation of both traditional/non traditional sports and diverse co-curricular "exploratory" programs. Evaluate the effectiveness of current offerings and recommend new programs based on student interest and school mission.
- Scheduling & Operations: Establish equitable practice and game schedules for all sports, coordinating facility use to avoid academic conflicts.
- Logistics & Transportation: Coordinate team transportation and secure game officials, scorekeepers, and event staff. Coordinate all aspects of explorations.
- Budget & Procurement: Oversee the athletic/exploration budget, manage equipment and uniform inventories, and lead the procurement of new supplies.
- Student Support & Compliance/Safety: Coordinate league application process for NEIA. Ensure all programs meet state and league regulations (e.g., [NEPSAC](#) or [NIAAA](#)), and oversee student-athlete eligibility and medical clearances. Ensure all programs comply with school policies, state athletic regulations, and safety standards.

- Staff Supervision: Work with the Dean of Student Life to ensure all coaching responsibilities are met for teachers. If needed, recruit, hire, onboard, and evaluate adjunct coaches, ensuring they align with the school's mission. Ensure certification and safety requirements are met.
- Head Coaching: Serve as the head coach for at least two athletic seasons (e.g., basketball, or lacrosse).
- Student-Athlete Development: Monitor the academic progress and general well-being of student-athletes, serving as a mentor and advocate.
- Schedule: Standard school hours with significant after-school, evening, and occasional weekend commitments for games and events.
- Community Engagement Liaison Role: Act as the primary liaison between coaches, parents, students, and administration as it relates to athletics and explorations. Be the main contact for visiting schools and the Admissions department to promote the school's athletic programs. Partner with Marketing & Communications to promote program accomplishments through school newsletters and social media.
- Event Management: Oversee the setup and post-event procedures for all on-campus athletic events and explorations.
- Summer Programs: Partner with summer program leadership during summer months to support NEIA summer programs, camps and related activities as needed.

Supervisory Responsibilities

- The Athletics & Explorations Coordinator supervises coaching and athletic staff at NEIA.

Salary Range: The pay range for this position is \$50,000 - \$62,000 on a full time basis.

Education and/or Experience:

- Education: Bachelor's degree in Physical Education, Sports Management, or a related field (Master's preferred).
- A minimum of 3 years of experience in coaching or athletic administration, ideally within an independent school environment.
- Proficiency in student information systems (e.g., Blackbaud), athletic scheduling software and budget management highly desired.
- CPR/AED/First Aid certification required.

Qualifications

- Strong planning and organizational skills for multi-tasking and prioritizing responsibilities as situations arise in a fast paced environment.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Ability to create a welcoming and supportive community for a diverse student body.
- Knowledge of health, safety, and wellness programs for athletes.

- Demonstrated capacity to adjust to shifting priorities and work on multiple tasks simultaneously.
- Exceptional interpersonal skills for navigating parent partnerships and student-athlete advocacy.
- Must pass required background checks including a driving background check.

Physical Requirements

An employee must meet the physical demands described here to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand/sit for long periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Occasionally moves small/medium sized items that may weigh up to 25 pounds.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly so listeners understand.
- Physical ability to move equipment up to 50 lbs and lead active field sessions.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, first aid, and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Athletics & Explorations Coordinator

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