

Thaden School

Program Coordinator for Athletics and Physical Education

Bentonville, Arkansas

Named in honor of Louise McPhetridge Thaden, a pioneering aviator from Bentonville, Thaden School opened in the fall of 2017 with just 50 students in grades 7 and 9. With its well-resourced tuition assistance program, the school has grown rapidly and enrollment now exceeds 250 students in grades 6 through 12. Designed by a world-class team of architects, the school's 30-acre campus in downtown Bentonville will support as many as 550 students across its middle and upper school divisions. The school now seeks its first Program Coordinator for Athletics and Physical Education to support the development of a growing program that plays a prominent role in its educational mission.

Role and Responsibilities of the Program Coordinator

Reporting to the Director of Athletics and Physical Education, the Program Coordinator assists with daily operations and a wide variety of other duties in support of the school's athletic program. The responsibilities of the Program Coordinator will evolve with the continued growth of the school but will include the following from the start:

- Providing daily operational support to the Director of Athletics, including maintaining and updating competition, practice, and instructional schedules; organizing and scheduling of meetings; reconciling expenses; managing logistics for home and away events; and coordinating transportation schedules and logistics.
- Assisting with the implementation and maintenance of athletics social media and other forms of communication and collaborating with the school's communications team to ensure that athletics communications are closely aligned with the school's graphic identity, style guide, and messaging.
- Supporting recruitment and hiring efforts, including managing travel and interview schedules as well as orientation sessions, and collaborating with the school's human resources team to ensure that the program's recruitment and hiring efforts are closely aligned with the school's diversity, equity, and inclusion initiatives as well as other best practices and initiatives.
- Working collaboratively with the school's business office to secure resources, remit payment to officials, and balance the athletic budget.
- Ensuring that rosters for athletic teams and other activities are current and available.
- Supporting various efforts related to AAA compliance and other regulatory matters.
- Supporting the school's strategic planning and fundraising efforts as they relate to athletics and physical education.
- Assisting with many other roll-up-your-sleeves efforts needed to run the athletic department during its rapid-growth and steady-state phases.

Skills, Qualifications & Attributes

- Thrives in a challenging, fast-paced work environment requiring versatility, adaptability, and resourcefulness.
- A founding spirit that embraces new challenges.
- Strong communication and editorial skills.
- Strong attention to detail.
- Strong interpersonal skills.
- Ability to prioritize effectively and work autonomously in a self-directed manner.
- Willingness to undertake simple and complex tasks with equal enthusiasm and energy.
- Excellent judgment and discretion in responding to urgent, confidential matters.
- Appreciation for the role of athletics in the mission of the school.
- Previous experience in athletics, especially coaching team sports, or physical education preferred.
- College degree preferred.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. The start date is negotiable.

Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector.

About the School and the Program

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the school's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The school's robust indexed tuition program supports the creation of a balanced learning community where students of many

perspectives, talents, and interests learn and grow stronger together.

The school's athletics and physical education program currently consists of a director, who reports to the head of school, and four full-time staff. As a member of the Arkansas Athletics Association (AAA), the school competes in AAA-sanctioned sports including volleyball, basketball, cross country, baseball, and track and field. The school also offers a robust mountain biking program that competes in the National Interscholastic Cycling Association (NICA). Students also participate in physical education classes during the school day.

Located on a 30-acre campus in downtown Bentonville, Thaden School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The school engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architect's Gold Medal, the Institute's highest honor. The school's first permanent buildings opened last fall, and the campus master plan will be completed in the fall of 2021.

[The school's website](#) features videos and additional information regarding its mission, educational programs, and faculty and staff.