

## NOTICE OF JOB OPENING



**Position:** Officials' Coordinator

**Organization:** Idaho High School Activities Association (IHSAA)

### POSITION SUMMARY

The IHSAA is seeking a qualified individual for a part-time role, approximately 20 hours per week, dedicated to coordinating all business related to officials within high school athletic and activity programs. This position requires positive interaction with school personnel, officials, parents, patrons, and affiliated organizations.

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### MAJOR DUTIES / RESPONSIBILITIES

- Coordinate statewide registration and certification of contest officials and maintain relationships with local association sport commissioners.
- Coordinate all affairs pertaining to DragonFly.
- Organize and prepare meetings effectively, focusing on officials' needs and requirements.
- Actively engage with the public, affiliated organizations (e.g., athletic directors, coaches, officials), and committees/boards regarding officiating matters.
- Perform other duties as assigned related to officials' business operations.

### QUALIFICATIONS

Interested applicants must meet the following minimum requirements:

- Broad knowledge of high school sports and activities, emphasizing officiating processes.
- Strong organizational skills with a collaborative, team-oriented approach.
- Detail-oriented with the ability to manage multiple tasks and prioritize effectively under deadlines.
- Demonstrates pride and ownership in their responsibilities.
- Effective written, verbal, and interpersonal communication skills.
- Proficiency in Microsoft Office Suite, Adobe Acrobat, and related computer applications.

### ABOUT THE IHSAA

The IHSAA is a private non-profit, board-governed association. This position is PERSI-eligible. Company-paid benefits including medical, dental and vision coverage, and paid time off are negotiable.

### SALARY AND START DATE

- \$16-20 per hour DOE, 20 hours per week
- Position will begin on hiring
- This position will be primarily remote

### APPLICATION MATERIALS

Candidates should submit the following information to Chad Williams, Executive Director ([williamsc@idhsaa.org](mailto:williamsc@idhsaa.org)):

- A letter of interest
- An application
- A resume that accurately reflects your education, work experience, and relevant skills/abilities
- Three letters of reference from individuals who have observed your work performance in the past 5 years

**Closing date:** When filled

**Date Posted:** July 22, 2024

IHSAA is an equal opportunity employer and does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on qualifications, merit, and business need.