SALMON SCHOOL DISTRICT #291

ATHLETICS & ACTIVITIES DIRECTOR

Full-Time Position with Annual Schedule • 40 Hours/Week Aug. 16-May 15 • 20 Hours/Week May 16-Aug. 15 • Evenings & Weekends • 2026-2027 School Year

APPLICATION DEADLINE	Open until filled	**POSITION BEGINS**	Immediately / Upon Hire
HOURS	40 hrs/week Aug. 16-May 15 20 hrs/week May 16-Aug. 15	**REPORTS TO**	High School Principal
SALARY	**TBD**	**LOCATION**	Salmon Jr./Sr. High School

JOB SUMMARY

Provides leadership and coordination for the District's athletics, extracurricular activities, and special events. This year-round position follows a hybrid annual schedule aligned with student attendance and athletic/activity needs. The Director works closely with administration, coaches, advisors, students, families, transportation, officials, and visiting schools to support safe, organized, and positive programs that promote sportsmanship, participation, and student development.

KEY RESPONSIBILITIES

- Coordinate athletic contests, extracurricular events, activity calendars, practice schedules, facility use, and event staffing.
- Arrange transportation, lodging, officials, ticket personnel, event set-up, and other logistics for home and away activities.
- Support the screening, onboarding, supervision, and evaluation of coaches and activity personnel in collaboration with administration.
- Administer IHSAA rules, District policies, eligibility requirements, emergency procedures, and student participation requirements.
- Maintain team rosters, eligibility records, athletic records, inventories, schedules, awards information, and other required documentation.
- Assist with athletic and activity budgets, ticket sales, fundraising, concessions, cash-handling procedures, purchasing, and equipment needs.
- Serve as a liaison between administration, coaches, advisors, students, families, officials, conference representatives, and the community.
- Promote sportsmanship, fair play, high standards of student conduct, and a positive representation of Salmon School District #291.

MINIMUM QUALIFICATIONS

- Experience organizing or administering an athletic program, as determined by the Board.
- Strong knowledge of coaching, athletics, and applicable IHSAA rules.
- Excellent organization, communication, interpersonal, and problem-solving skills.
- Ability to work effectively with students, staff, families, officials, and the public.
- Ability to manage deadlines, changing schedules, evening/weekend events, and high-pressure situations.
- Commitment to confidentiality, fairness, sportsmanship, and professional conduct.
- Successful completion of required fingerprinting and criminal history background check.

APPLICATION INFORMATION

Apply at: Salmon School District Office
1501 Bean Lane • Salmon, ID 83467
(208) 756-4271 • jobs@salmon291.org
Applications available online at: www.salmonschools.com
Current Salmon School District employees may apply by submitting a letter of interest to the District Office.

EQUAL OPPORTUNITY EMPLOYER

Salmon School District #291 is committed to maintaining a work and learning environment free from discrimination and harassment in accordance with applicable federal and state law and District policy.