



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

**POSITION OPENING: Sport Administrator:
Soccer, Gymnastics, Swim/Dive, Lacrosse**

Application Deadline: August 21, 2024

POSITION OVERVIEW

Reporting to the Director of Officiating and Sport Management, the Sport Administrator is responsible for communicating and enforcing OHSAA Sport Regulations and Bylaws and NFHS Playing Rules with member schools, educating and assisting school compliance with OHSAA regulations, coordinating the post-season tournaments in assigned sports and serving as the liaison to the governing body in assigned sports. Position requires occasional weekend and evening hours and in-state travel.

OHSAA OVERVIEW

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. Approximately 816 high schools and nearly 760 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 28 sanctioned sports (14 for boys and 14 for girls). Schools voluntarily become members of the OHSAA. The Association renders decisions on student eligibility, organizes state and regional tournaments with nearly 1.2 million fans in attendance, and manages the licensing of over 15,000 officials. The OHSAA currently collects no membership dues and receives no tax money. The Association operates a \$19 million budget with the primary source of financial support coming from tournament gate receipts.

The OHSAA's mission statement is "To serve our member schools and enrich interscholastic opportunities for students." Its motto of "Respect the Game" places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

The Association employs a staff of approximately 22 full-time employees at its office in Columbus and dozens of tournament and temporary workers statewide. The OHSAA is organized into six geographic regions called athletic districts. Each nine-member District Athletic Board assists the OHSAA in conducting sectional and district tournaments and employs a treasurer and secretary to handle administrative and financial responsibilities. The OHSAA Board of Directors is made up of nine (9) voting members representing the Districts and two (2) ex-officio members who meet monthly in Columbus.

PRIMARY RESPONSIBILITIES

The Sport Administrator supports member schools in the following manner:

- Cultivate the mission and values of the Association; further the priorities in the recently adopted strategic plan and suggest new processes and approaches to achieve them; assist in achieving strategic long and short-term departmental goals.
- Oversee OHSAA-sanctioned sports as assigned; draft, communicate, interpret and enforce sport rules and regulations; review, evaluate and recommend proposed changes to OHSAA rules and regulations; work with Directors of Officiating Development to communicate and enforce NFHS playing rules in assigned sports.
- Develop educational materials and communications (Sport Manuals, Rules Meetings, periodic memos) for coaches and stakeholders; ensure sport webpages are up to date and accessible.
- Administer regional and state tournaments, including selecting regional and state tournament sites, coordinating site contract approval process, securing tournament managers, assigning officials and tournament personnel, managing pre-tournament meetings, preparing/overseeing the budget and coordinating communication and educational materials to tournament managers and participating schools.
- Manage budget for designated sports; continuously collaborate with the Controller to assess the financial efficacy of designated sports; work with the Controller in the annual budgeting and planning process; review and approve expenditures in designated programs; monitor financial activities of designed sports; identify, explain, and correct variances as appropriate; identify factors influencing budget (i.e. financial implications of COVID-19 on the administration of sport) and make recommendations to maintain fiscal responsibility.

- Provide a high level of customer service to members; respond to inquiries and issues in assigned areas.
- Serve as a liaison to coaches, coaches associations, officials, school administrators and community organizations; attend designated sport association events, clinics and award ceremonies; make presentations as requested.
- Provide updates on issues related to designated sports to Board of Directors; prepare reports and tabulate data as requested.
- Maintain knowledge of trends, developments, and best practices in the designated sports; apply this knowledge to recommend and implement process and policy changes.
- Thoroughly conduct investigations into violations of Sport Regulations, as well as ejection policy; respond to ejection reports.
- Serve on and chair various committees and attend and participate in staff, Board of Directors and District Athletic Board meetings as requested.
- Ensure compliance with records retention policies.
- Being professional at all times is an essential function of this position, especially when dealing with members, fellow employees and the Board whether in person, over the telephone or through email communications. All employees are entitled to a 100% non-hostile environment.
- Perform other duties as requested by supervisor.

QUALIFICATIONS, SKILLS & CHARACTERISTICS

Qualifications

- **Education:** Minimum of Bachelor's degree required.
- **Experience:** Prior experience working in a professional office environment required; prior customer service experience required.
- Prior exposure to OHSAA athletic rules and regulations preferred.
- Prior experience managing a budget preferred including working knowledge of budget monitoring and reviewing and approving expenditures.
- Previous experience with managing large-scale events or tournaments a plus.
- **Technology:** Proficient in utilizing Microsoft technology including: Word, Excel, Teams, PowerPoint.
- **Equipment:** Standard office equipment.
- Occasional local and statewide travel for tournaments and stakeholder events; valid driver's license required.
- Desire to learn.

Required Knowledge, Skills & Abilities

- Must believe in the core values of the OHSAA and be driven by its mission.
- Comprehensive knowledge of OHSAA rules, regulations, constitution and by-laws and other educational materials published by the Association (i.e., OHSAA web page, handbook, etc.) required within 90 days of hire.
- Thorough knowledge and understanding of designated sports rules and regulations.
- Strong interpersonal and communication skills; comfort with public speaking.
- Ability and desire to translate complex rules and procedures to members.
- Ability to maintain confidentially and use discretion.
- Ability to create and successfully manage event budgets.
- Ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language.
- Exceptional technical writing skills and proofreading skills.
- Excellent time management skills with proven ability to meet and exceed established deadlines and respond in timely manner.
- Excellent organizational skills and attention to detail; ability to produce high quality, error free work.
- Professionalism and a consistent and positive customer service image when interacting with members, co-workers and others involved with Association business.
- Ability to cooperate, collaborate and communicate with co-workers, supervisors, member schools, Board members, vendors, the public and others involved with our Association to foster a cooperative environment and to work in a collegial fashion.

- Skilled at working through challenging situations, delivering difficult messages with tact and empathy and de-escalating emotional situations.
- Understanding of and compliance with Association workplace policies and procedures including safety procedures.

Note: Background check required.

EMPLOYMENT BENEFITS

- Compensation is commensurate with education, experience and non-profit standards. The anticipated full-time starting salary will be in the high \$50's.
- Generous benefit package includes employer-sponsored medical/vision/dental insurance, contributions to retirement program, paid vacation, sick, personal and holiday leave and cell phone allowance.
- Other benefits as approved by the Board of Directors.

TIMELINE

- Complete application materials must be received via email by **Wednesday, August 21** to be considered.

APPLICATION PROCESS

Submit the following materials as one (1) PDF file to jkronour@ohsaa.org:

- Letter of interest
- Resume
- One-page (1) (maximum) description of the top three (3) reasons you should be selected including examples of your successful performance in areas critical to this position
- List of four (4) professional references with complete contact information

No contact other than application materials described above will be accepted.

Candidates are encouraged to visit the OHSAA website (www.ohsaa.org) for more information.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, sex (including sexual orientation and gender identity), ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.