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**Phillips Academy Summer Session Lead Afternoon Activity Coach Job Description**

**About the Program**

One of the nation’s premier boarding schools, Phillips Academy’s Summer Session challenges students in an innovative five-week program, conducted on its picturesque campus just 21 miles north of Boston. More than 60 courses are offered, ranging from computer science to marine biology, from ethics and philosophy to economics. Summer Session students bring the world into the classroom by virtue of their enormous diversity of geographic origin, religion, ethnicity, and socioeconomic background. With strong academic records and a serious desire to spend the summer in a residential community, our students enjoy challenging themselves and one another through disciplined study. Every summer Phillips Academy hires a number of visiting teachers to teach, coach, and house counsel in its summer program. A Summer Session faculty member’s experience is rigorous and thoroughly challenging, for Phillips Academy requires superior classroom performance of its teachers, Teaching Assistants (TAs), House Counselors, and students alike. The Summer Session is short, intense, and strongly academic.

**About the Role**

The Afternoon Activity Coach is responsible for creating and fostering a safe, enjoyable environment for all students enrolled in their activity; each activity meets three times per week. Coaches are attentive to safety and logistical considerations while also ensuring students are active and engaged each session. Coaches may be asked to design the activity’s games, drills, or exercises, and collaborate with others in the Athletic Department throughout the summer. Coaches also serve as another adult in students’ lives, building relationships and taking an active interest in their well-being and overall summer experience.

In addition to the components of the Afternoon Activity Coach role described below, the Afternoon Activity Lead Coach is responsible for planning and organizing the activity sessions and coordinating and communicating with fellow coaches. Lead Coaches are the main point of contact for the Summer Athletic Director, and are responsible for the overall safety and success of the activity during the summer. Lead Coaches are also charged with setting the tone for the group, and modeling the type of coaching interactions with students that develop a positive and safe climate for all.

**Lead Coaches’ Responsibilities and Duties**

* Communicating regularly with the Summer Athletic Director about any and all issues, concerns, needs
* Ensuring full participation and adequate oversight of students by all coaching staff.
* Ensuring all logistical tasks are completed (attendance, equipment management, etc.)
* Having a detailed knowledge of emergency protocols, and acting as the point person in the case of a crisis.
* With other activity coaches, working to develop a plan for the afternoon activity time that ensures students are active and engaged throughout each session. This may include the development of standing routines for the use of activity time (i.e. stretching, drills, scrimmaging, etc.), organization of intramural competitions, or creative use of activity time.
* Securing necessary equipment, and ensuring its return after use.
* Taking daily attendance.
* Monitoring student safety and well-being during each session, and communicating with the athletic department, deans, or directors if a concern arises.
* Following emergency protocols when necessary.
* Facilitate a 1-day-per-week Club, separate from the Activity, related to an area of interest.

**Ideal Candidate Profile**

* Undergraduate degree required, master’s degree or Teaching Certificate preferred.
* Coaching experience strongly preferred.
* Flexibility and adaptability in a fast-paced, dynamic environment requiring both the ability to take direction and the readiness to problem-solve.
* Appreciation of the mission and culture of independent, residential, college-preparatory schools.
* Exceptional communication skills (speaking and writing).
* Exceptional interpersonal skills.

***\*Please note that duties and responsibilities may shift depending on public health guidance, updated program offerings, or Andover Summer policies. The description above reflects the role as it stood in 2019.***

**How to Apply**

In order to apply for this position, please visit our website at: <https://andover.csod.com/ats/careersite/search.aspx?site=1&c=andover>. Salary commensurate with experience.

*Phillips Academy is an equal opportunity employer.  Any offers of employment will be contingent upon successful CORI/SORI and fingerprinting background checks, as well as authorization to work in the United States. All summer faculty members are at will employees.*