



Andover Summer Afternoon Activity Coach Job Description June 20-August 1, 2023

About the Program

One of the nation's premier boarding schools, Phillips Academy offers a number of summer programs for rising 7th through 12th grade students that are held on its picturesque campus just 21 miles north of Boston. Collectively they are referred to as "Andover Summer". Our flagship program, [Summer Session](#), challenges students in an innovative five-week, residential program. More than 60 courses are offered, ranging from computer science to marine biology, from ethics and philosophy to economics. [Mathematics & Science for Minority Students](#) – better known as (MS)2 – is a residential, STEM scholarship program for underrepresented students of color that runs concurrently with Summer Session. Andover Summer 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.

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.

Coaches' Responsibilities and Duties

- Under the direction of the Lead Coach, 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.
- Facilitating 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 preferred, though not required.

- 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.*

How to apply:

Interested candidate may visit our employment site at the web address below to submit an application:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7ddc8884-11ea-4d1a-a8a0-2e8834b6caf3&cclId=9200508496526_2&lang=en_US

Compensation

Starting salary is \$650 for coaching one session of an afternoon activity, \$1300 for two sessions, and \$1950 for three sessions. Coaching may be combined with other faculty duties to achieve an overall starting salary of \$6150.

Phillips Academy is an equal opportunity employer. Phillips Academy is an intentionally diverse and inclusive residential community “committed to creating an equitable and inclusive school in which students from diverse backgrounds, cultures, and experiences—including race, ethnicity, nationality, gender, socioeconomic class, sexual orientation, gender identity, religion, and ability—learn and grow together.” The ideal candidate supports the inclusive and diverse nature of the community. Any offers of employment will be contingent upon successful CORI/SORI and fingerprinting background checks as well as unrestricted authorization to work in the United States.

As the COVID-19 pandemic persists, our top priority is safety. Accordingly, the Academy will require, subject to disability and religious accommodation exceptions under federal and state law, that all employees be fully vaccinated against COVID-19. This includes the Covid-19 Booster.