



Vacancy Announcement: 2026-2027 School Year

Date: February 5, 2026

Position: Athletic/Activities Director

Location: Orofino Junior Senior High School – Orofino, Idaho

Website: www.oroфинomaniacs.org

Position Overview

The Athletic / Activities Director provides leadership, coordination, fiscal oversight, and direct supervision of the district's athletic, extracurricular, and co-curricular programs. This position plays a critical role in maintaining student safety, program quality, and positive school culture through active on-campus presence and event supervision. The Director works closely with administration, the maintenance department, and the transportation department to ensure facilities are properly maintained and programs are well-supported. The position reports directly to the High School Principal and maintains a flexible schedule to support evening and weekend activities with modified daytime hours as needed.

Qualifications

- Certified to teach in Idaho or willing to obtain certification through the Idaho Alternative Authorization process
- Bachelor's degree and experience working with youth and leading teams of adults
- Experience organizing and administering athletic or extracurricular programs
- Strong knowledge of coaching practices, athletic rules, and IHSAA regulations
- Strong organizational, interpersonal, and leadership skills
- Ability to communicate effectively using multiple methods (in-person, written, digital, and verbal)
- Demonstrated commitment to student supervision, safety, and accountability
- Strong technical skills using complex scheduling systems and Google Workspace (Docs, Sheets, Calendar, Drive, Forms, Gmail)
- Ability to work under pressure and meet deadlines
- Willingness to support extracurricular and co-curricular programs and the school calendar
- Flexible schedule including evenings and weekends with modified daytime hours
- Must pass a criminal background check and drug screening

PRIMARY DUTIES AND RESPONSIBILITIES

Program Leadership and Operations

- Oversee all athletic, extracurricular, and co-curricular programs and events

- Develop and maintain activity and events calendars
- Schedule practices, competitions, officials, transportation, and supervision
- Coordinate visiting team needs and event logistics
- Ensure compliance with district policy and IHSAA rules

Supervision, Safety and Facilities

- Maintain strong, visible presence during all activities
- Supervise gyms, locker rooms, fields, common areas, and event venues
- Provide direct supervision for evening and weekend events
- Coordinate supervision coverage
- Ensure appropriate conduct and safety procedures
- Identify and report facility and safety concerns
- Work with maintenance on facility upkeep, preventative maintenance, and long-term management

Financial Management and Purchasing

- Prepare, manage, and monitor athletic and activities budgets
- Process payment for referees and officials
- Order equipment, uniforms, and supplies
- Monitor ticket sales, fundraising, and concession revenues
- Maintain financial compliance and documentation

Travel, Transportation and Logistics

- Coordinate transportation with district transportation department
- Arrange lodging and meals for away events
- Book hotel rooms and travel accommodations
- Schedule departure and return times

Staff Supervision and Support

- Assist in hiring and evaluating coaches and advisors
- Conduct annual meetings
- Serve as liaison between administration and staff
- Support club sponsors

Communication and Community Engagement

- Communicate professionally with students, families, and community partners
- Maintain timely digital communication
- Support public relations efforts
- Represent school at meetings

Records, Compliance and Reporting

- Monitor student eligibility
- Maintain rosters, records, and inventories
- Ensure compliance with regulations

Professional Expectations

- Follow district policy and chain of command
- Adhere to Idaho Code of Ethics
- Pursue ongoing professional growth
- Perform other duties as assigned

Salary

Contingent based on education and experience.

2025-2026 Certified Salary Schedule range: \$50,252 - \$78,437

<https://orofinojsd171.schoolinsites.com/salarieschedules>

Benefits

Employee medical, vision, and dental insurance coverage paid 100% by the district. Family benefits paid at 80% coverage. \$20,000 employee life insurance and \$2,000 dependent life insurance paid by the district. Eligible for PERSI retirement.

Schedule: Four-day school week with periodic Friday work days- 174 contract days per school year

Application Deadline: Open until filled

Start Date: August 2026

Direct Inquiries: Dr. Rebecca Kosinski, Principal: 208-476-5557 or kosinskir@jsd171.org

Applications Available

<https://orofinojsd171.schoolinsites.com/employmentopportunities>

(select Certified Application)

Email- hr@jsd171.org Central Office- 1145 Riverside Ave. Orofino, ID 83544

Return application materials to Human Resources- hr@jsd171.org

**EOE/AA EMPLOYER
VETERANS' PREFERENCE**