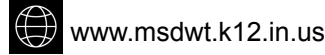


# Washington Township Schools

8550 Woodfield Crossing Blvd.  
Indianapolis, IN 46240  
P: (317) 845.9400  
F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at [www.msdwt.k12.in.us/careers](http://www.msdwt.k12.in.us/careers).

## JOB DETAILS

<b>Job Title</b>	Panther Youth Athletic Coordinator (K-8)
<b>Education</b>	Bachelor's degree in Education, Sports Management, Recreation, Athletic Administration or related field.
<b>Location</b>	Washington Township Services Center
<b>Reports to</b>	Director of Operations (with regular reporting to Director of Secondary Education and Superintendent)
<b>Work Schedule</b>	Full-Time
<b>Calendar Length</b>	Year-Round
<b>FLSA Classification</b>	Example: Salaried, Exempt
<b>Salary</b>	\$55,000 annually
<b>Benefits</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), 403b match, life insurance and health, dental and vision insurance offerings.

### Are you ready to build something special?

Our district is seeking a dynamic, visionary leader to rebuild and grow a premier **Panther Youth Athletic Program** serving students in Grades K–8. This is an exciting opportunity to create strong athletic pathways, increase student participation, and connect youth programs directly to our high school sports system.

If you are passionate about youth development, community engagement, and building structured, high-quality athletic systems — we want to meet you.

## JOB EXPECTATIONS & REQUIREMENTS

## Position Purpose / Description

The Youth Athletic Coordinator is responsible for rebuilding, leading, and sustaining a dynamic, high-quality Panther Youth Athletic Program serving students in Grades K–8 across the district. This position ensures alignment between youth athletics and the district's secondary athletic programs, strengthens school and community partnerships, and builds structured pathways into Panther High School athletics.

The Coordinator will develop comprehensive youth leagues and club or travel systems (including Panther Youth Club and travel-affiliated sports for Grades 4–8), increase student participation, ensure safety and compliance, and manage athletic facilities access in collaboration with district operations and building leadership.

This position plays a critical role in growing enrollment and participation in district youth athletics while maintaining high standards of safety, organization, and program quality.

## Essential Functions

### Program Development & Leadership

- Rebuild and expand a cohesive, well-structured Panther Youth Athletic Program across all sports offered at the high school.
- Design, develop, and implement youth leagues for Grades K–8.
- Develop and oversee Panther Youth Club and affiliated travel sports systems for Grades 4–8.
- Create clear athletic pathways that align youth programs with middle and high school athletic programs.
- Establish measurable participation and enrollment growth goals and report progress regularly.

### Family & Community Access

- Develop and maintain a comprehensive, cohesive digital and print Youth Athletics Guide for families.
- Ensure families have equitable, transparent, and easy access to all athletic opportunities.

### Collaboration & Coaching Development

- Coordinate and collaborate with middle school and high school Athletic Directors.
- Partner with varsity coaches to ensure alignment in skill development and program philosophy.
- Cultivate, recruit, and support qualified parent and community coaches.
- Provide structure, expectations, and oversight for volunteer and club coaches.

### Compliance, Safety & Governance

- Ensure all youth athletic programs adhere to district policies, league rules, and applicable state athletic regulations.
- Develop and maintain appropriate youth athletic handbooks and codes of conduct.
- Ensure safety protocols are in place for student athletes, including supervision, facilities use, and equipment safety.
- Monitor compliance with eligibility, participation, and conduct standards.

### Facilities & Operations Coordination

- Manage and maintain access to district athletic facilities in coordination with Operations and building administration.
- Assist the Operations Team with athletic construction, renovation, maintenance, and facility planning projects.
- Oversee scheduling and usage of athletic spaces for youth programs and provide athletic supervision where and when necessary.
- Submit and follow-up on facility maintenance work orders as needed.
- Coordinate uniform and equipment management in collaboration with:

- Operations
- High school and middle school Athletic Directors
- Building administration

### **Communication & Reporting**

- Attend district Athletic Director meetings.
- Provide regular program progress updates to the Director of Secondary Education, Director of Operations and Superintendent.
- Track participation data, program growth, and operational metrics.
- Maintain transparent communication with families, staff, and community partners.

### **Enrollment & Participation Growth**

- Develop strategies to increase youth participation across all sports.
- Align athletic growth efforts with district enrollment goals.
- Promote inclusive participation and equitable access to youth athletics.

### **Knowledge, Skills, and Abilities**

- Ability to build systems and scale youth programs across multiple campuses.
- Strong collaboration skills with coaches, administrators, parents, and community partners.
- Ability to manage multiple projects simultaneously.
- Knowledge of athletic equipment management and facility coordination.
- Strong written communication skills for digital and print guide development.
- Ability to work flexible hours knowing there will be many evening and weekend commitments.
- Data-driven mindset with ability to track and report program growth.
- Experience in administration, leadership, or program development.
- Strong organizational and systems-building skills.
- Ability to grow programs and build community partnerships.
- Knowledge of athletic safety and compliance standards.
- Collaborative leadership style with strong communication skills.

### **Education**

- Bachelor's degree in Education, Sports Management, Recreation, Athletic Administration, or related field required.

### **Experience**

#### **Required**

- Minimum of 3–5 years of experience in youth athletics, coaching, athletic administration, or program development.
- Demonstrated experience coordinating athletic programs or leagues.
- Knowledge of youth athletic safety standards and compliance requirements.
- Strong organizational, communication, and project management skills.

#### **Preferred**

- Experience in a large, metropolitan school district.
- Experience developing youth programs.
- Experience managing athletic facilities and scheduling.

PHYSICAL REQUIREMENT	<b>PERCENT OF TIME</b> Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.