



# COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION

## POSITION: ASSISTANT COMMISSIONER

### APPLICATION

Please send a cover letter, resume and three references with phone numbers (no reference letters) to [svernonbrunner@chsaa.org](mailto:svernonbrunner@chsaa.org) with the job title in the subject line. The **application deadline is May 27<sup>th</sup>**. Interviews will be conducted the week of **June 6<sup>th</sup>**. Position start date is **July 1, 2022**.

### COMPENSATION

This is a full-time salaried position with 40+ hours per week. Attendance at events is part of the job and can include weekends, nights, and travel as necessary depending on the location of events. Starting salary is \$95,000-\$98,000. Health, dental, and vision insurance included, as well as PERA benefits. Company vehicle provided.

The Colorado High School Activities Association is an equal opportunity employer.

### GENERAL DESCRIPTION

CHSAA is the governing body for all interscholastic activities throughout the state of Colorado. This position will provide complete administrative oversight for several sports and activities, as well as other components of the CHSAA. The Assistant Commissioner will promote and raise the statewide visibility/participation of such activities with students, administration, and the school communities.

### RESPONSIBILITIES

#### SPORT/ACTIVITY SPECIFIC:

- Administer sports/activities for the member schools, including all administrative oversight, planning of post-season tournaments, and state championship events. Responsible for all playoff formats, state tournament series logistics, and implementation of any sport or activity assigned. (Sport responsibilities may include football, wrestling and baseball.)
- Work closely and help guide sport/activity committees when making decisions regarding the sport/activity.
- Prepare assigned sport/activity bulletins and communicate with athletic directors and coaches.
- Manage the budget for assigned sports/activities and demonstrate fiscal responsibility through evaluating various cost options.
- Work closely with the Board of Directors, leagues, and sport committees in refining current sports/activities and developing new activities aimed at increasing student participation.

#### POST SEASON AND STATE TOURNAMENT EVENT PLANNING:

- Responsible for negotiating venues and sites for playoff and championship games.
- Responsible for finding and selecting volunteer event workers, as well as securing supplies and equipment for events.
- Assist in the selection and assignment of officials for playoff and state contests.
- Assist with the assigning of officials for tournaments on the state level, as well as initiating payment for officials.

## RESPONSIBILITIES CONTINUED

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### GENERAL RESPONSIBILITIES:

- Implement and enforce the CHSAA Member Bylaws and CHSAA's policies and procedures to ensure equitable statewide compliance.
- Demonstrate awareness and commitment to effectively establish relationships and exhibit positive communication across multiple dimensions of diversity, geography, classifications, and levels of administrative leadership.
- Provide a strategic and visionary leadership component that will enhance the Association's role in serving interscholastic athletics and activities in the state of Colorado.
- Assist in the development and interpretation of student eligibility standards.
- Correspond and assist superintendents, principals, and athletic/activity directors with questions and concerns. Represent the Association to these groups and the public in promoting the values of interscholastic athletics and activities.
- Manage conflict as it arises, striving for positive communication and collaboration.
- Develop short- and long-term plans for responsible and sustainable management of operations, improvements, and developments in collaboration with the CHSAA staff, membership, coaches and invested parties.
- Manage an Executive Assistant, as well as demonstrate leadership as part of the administrative team of CHSAA and while delegating event responsibilities.
- Responsible for other related duties and responsibilities as may be deemed necessary by the Commissioner. Reports to the Commissioner of CHSAA.

## QUALIFICATIONS

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- Bachelor's Degree required. Master's Degree preferred.
- Demonstrated leadership in athletic administration.
- Experience working with diverse representative groups.
- Knowledge and experience in the operations of education-based athletics and activities.
- Intentional decision making around budgets and fiscal responsibility.
- General office computer skills and proficiency in Microsoft Office. Workable knowledge of social media platforms.

## SKILLS

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- Trustworthy thought-leader who is a team-centered, values driven professional with a high level of integrity.
- Strong ability to lead with their administrative "WHY" within the context of the Association's mission.
- Ability to work in fast-paced environments and multi-task. Must possess strong time-management skills and be able to pivot and be flexible as needed, as well as meet deadlines and respond in a timely manner.
- Strong interpersonal and communication skills, as well as a demonstrated ability to conduct and present at the state and/or national level.
- Ability to establish relationships and exhibit positive communication across multiple dimensions of diversity, geography, classifications, and levels of leadership. Ability to collaborate and foster cooperation across all stakeholders is key.
- Excellent organizational skills and attention to detail.
- Ability to successfully delegate and empower employees and event staff.

## **ASSOCIATION INFORMATION**

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The mission of the Colorado High School Activities Association (CHSAA) is to serve its membership through the advancement of, and the student's participation in, interscholastic activities, which are an integral component and a complement to the educational goals of its member schools.

The CHSAA strives to create a positive and equitable environment in which all qualified student participants are challenged and inspired to meet their highest potential. The CHSAA is a voluntary association of 361 member schools. Colorado's participation rate is one of the highest in the country for students.