

LEADERSHIP SEARCH

Making A World of Difference



Director of Student Activities and Athletics
International School Nido de Aguilas

Application Deadline: December 19, 2025

Chile | Start Date: July 1, 2026



AVENIDA EL RODEO 14200
LO BARNECHEA | SANTIAGO | CHILE
+56 2 2339 8100

www.nido.cl

Interested candidates please send your application by **December 19, 2025**.

[APPLY HERE](#)

Position Details

Position Name: **Director of Student Activities and Athletics**

Reports to: Head of School

Time commitment: Full-time

Position Summary: International School Nido de Aguilas seeks a highly qualified educational leader to serve as Director of Student Activities and Athletics. The Director of Student Activities and Athletics is responsible for the overall supervision, management, and direction of the activities and athletics program at Nido. The Director of Student Activities and Athletics will work in close collaboration with the school's leadership team and faculty to ensure that programs operate in a safe manner and provide students with worthwhile learning experiences that align with the philosophy and core values of Nido.

The Director will collaborate across all divisions and strive to meet Nido's mission to connect, explore, and act, and manage the total operation of the Student Activities and Athletics. The Director will provide leadership, inspiration, and supervision for the educational development of students and staff, as well as promote parent and community involvement. The Director of Student Activities and Athletics reports to the Head of School.

School Core Values

Suitable candidates will demonstrate our core values of

Kindness • Respect • Responsibility • Integrity • Belonging • Positivity

School Mission

International School Nido de Aguilas empowers learners to CONNECT authentically, EXPLORE with curiosity, and ACT with purpose.

Portrait of a Nido Learner

Nido Learners are

- Connectors
- Thinkers
- Inquirers
- Designers
- Changemakers





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Preferred Qualifications and Experiences

- A Bachelor's degree and preferably current teaching qualifications
- At least five years of successful experience as a teacher and/or coach
- Qualifications in and/or past experience in athletic administration and/or administrative leadership
- Proven successful experience in a leadership role, preferably in a school setting
- A sound understanding of the philosophy of a high-quality activities and athletics program and the needs of students with regard to co-curricular activities
- Knowledge of the overall operation of an activities and athletics program
- Scheduling experience
- Demonstrated proficiency in required technology
- Demonstrated proficiency in Spanish preferred

Skills & Dispositions

- Engages in work with integrity and a determination to achieve excellence
- Proven organizational skills
- Excellent problem-solving, conflict resolution and team-building skills
- Outstanding interpersonal skills and cultural sensitivity, able to clearly communicate orally and in writing, and listen, to a diverse group of cultures and in diverse settings

Main Duties and Responsibilities

1. Leadership and Supervision

- Participate in the recruitment, selection, assignment, and evaluation of staff in Student activities and Athletics roles.
- Supervising and evaluating department and office personnel to the highest standards and in alignment with Nido's mission and core values
- Delegating the day-to-day operation of the program while maintaining effective overall supervision
- Hiring coaches, and evaluating the performance of individual coaches/sponsors as far as possible in collaboration with Principals
- Ensuring that coaches/sponsors uphold the rules, policies and protocols of the Nido Co-curricular program
- Providing auxiliary services that help faculty to fulfill their co-curricular responsibilities
- Helping to locate in-service opportunities to upgrade skills and expertise in their activity
- Providing guidelines and criteria to coaches and sponsors for written communications/descriptions of co-curricular activities to students and their parents
- Working with the Principals to staff the program with competent, qualified personnel
- Working with the leadership team to ensure policies, programs, objectives and goals are consistent with best practices locally and worldwide, and that they align with the school's mission, core values and policies





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- Coordination with the Health Unit and working with Facilities and Security to ensure that support services and emergency response systems are maintained at the highest standards to maintain the health and safety of the children.
- Develop and maintain the Cost Center for Student Activities and Athletics, including budget preparation and management and oversight of the annual Student Athletics and Activities budget
- Developing bi-annual reports on: Numbers of students in the co-curricular program, Budget responsibility, Qualitative Analysis, Staffing/Supervision
- Soliciting and maintaining program sponsorship where appropriate, in cooperation with the Advancement Office

2. Development, coordination, and implementation of programs and activities

- Responsible for development, coordination and implementation of collaborative programs, activities and competitions with local and overseas institutions as appropriate, not limited to the following organizations and teams/groups: SAAC, AMIS, and invitational tournaments/events; Performing Arts, Service groups, MUN, Swim Team and like activities; Community programs e.g. Soccer Academies and adult leagues (basketball, volleyball, soccer, softball, etc.)
- Coordinating and organizing student travel and hosting
- Scheduling and booking of venues and facilities and resolving conflicts
- Arranging officials/referees/judges; mediating disagreements between coaches/sponsors and referees
- Leading in the scheduling and directing of tournaments and events
- Liaising with Nido facilities managers, janitors, guards, food and housekeeping contractors for program set-up needs and facility maintenance
- Collecting from coaches/sponsors the records kept of each high school and middle school team for each season
- Sending rosters/programs to the following as needed: faculty and counselors to identify students with academic problems, parents, etc.
- Assisting coaches/sponsors with the inventory of all uniforms and supplies, and arranging for team photos
- Planning and executing special events, e.g. MS and HS athletic banquets, ordering plaques, trophies and awards when needed, preparing event certificates and thank-you letters
- Ordering materials and approving/supervising expenditures for each activity
- Helping to identify team parent sponsors/chaperones

3. Communications and Community Relations

- Representation of the school at conferences, AD networking events and any other activities involving participation of Nido teams/groups
- Liaison between the Booster Club and NPA and coaches/sponsors/teams
- Approving and monitoring use of the campus by outside groups, in coordination with Facilities, Security and the Business Manager





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- Overseeing communications with all constituencies ensuring that messages are timely, easy to understand, easily accessible, and supported by the appropriate levels of detail
- In coordination with the Communications Office, responsible for developing and maintaining the Activities and Athletics calendars, websites, blogs, webcasts, e-board announcements, etc.
- Liaising with the Communications department to coordinate photography, videography, and write-ups for articles highlighting and promoting the activities program to both internal and external audiences
- Appointing/selecting the Athletics Club Council each fall, and leading that body in service to sports and support of the Boosters throughout the year.
- Attending divisional faculty meetings and parent coffees as needed

International School Nido de Aguilas is an equal opportunity employer. We thrive on being a diverse environment and seek the best talents who will contribute to generating an inclusive work environment. All qualified applicants will receive consideration for employment without regard to their gender, age, religion, race, ethnicity, marital status, cultural background, sexual orientation, languages, abilities, or any other personal characteristic.

International School Nido de Aguilas is committed to promoting a safe and secure environment by following, enforcing and constantly improving our child safeguarding policy.

