

## **Job Posting: Part-Time Commissioner of Athletics**

### **Fox Valley Association**

**Position Type:** Part-Time (salaried)

**Compensation:** \$10,000 annually

**Application Deadline:** February 28, 2025

The **Fox Valley Association (FVA)** is seeking a dedicated and detail-oriented individual to serve as the **Part-Time Commissioner of Athletics**. This position plays a key role in supporting athletic programs across the FVA's member schools, ensuring efficient coordination and strong communication between officials, coaches, athletic directors, and school principals. If you have a passion for high school athletics and a strong background in sports administration, we encourage you to apply.

### **Key Responsibilities:**

1. **Hiring and Contracting Officials:** Hire and contract officials for varsity level contests in the following sports: Baseball, Basketball, Football, Soccer, Softball, Swimming and Diving, Track and Field, Volleyball, and Wrestling. This includes securing officials at least one year in advance. Also, assign officials for Cross Country, Girls JV Swim and JV Track and Wrestling Invitationals.
2. **Official Performance:** Work with official associations and individual officials to improve performance and ensure a high standard of officiating at all events.
3. **Schedule Management:** Prepare, organize, and distribute conference schedules for freshman, junior varsity, and varsity sports. Ensure schedules are submitted to athletic directors well in advance of approval meetings.
4. **By-Law Clarification:** Provide clear and timely interpretations of FVA bylaws when necessary to ensure consistent application across all member schools.
5. **Budget Preparation:** Prepare an annual budget for the athletic conference, tracking expenses and ensuring financial resources are allocated efficiently.
6. **Awards & Passes:** Order and manage conference awards and passes, ensuring the FVA uses a single type of complimentary pass for consistency.
7. **Other Duties:** Perform additional tasks as assigned by the FVA President to support the overall operations of the association.

## Qualifications:

- Strong knowledge and experience in high school athletics, sports administration, or a related field.
- Excellent organizational skills and attention to detail.
- Ability to communicate effectively with a variety of stakeholders, including coaches, athletic directors, officials, and school principals.
- Familiarity with officiating standards and practices with an officiating background is highly preferred.
- Strong problem-solving skills and the ability to manage multiple tasks simultaneously.
- Computer skills with a proficiency in using scheduling software
- Ability to maintain confidentiality and handle sensitive information.
- Flexibility to work on evenings and weekends as needed, especially during peak sports seasons.

## Compensation:

- Annual salary: **\$10,000**.
- The position will work closely with the **Fox Valley Association Communications Director** to ensure balanced workload and responsibilities.
- Expenses incurred in performing job duties will be reimbursed by the FVA.

## How to Apply:

Interested candidates should submit the following materials by **February 28, 2025**:

1. Resume
2. Cover letter detailing relevant experience and qualifications for the position
3. Two professional references

Please send applications to: **Mike Elkin, Director of Athletics, Neenah High School, 500 Rocket Way, Neenah, WI 54956** or [melkin@neenah.k12.wi.us](mailto:melkin@neenah.k12.wi.us)

For inquiries, contact Mike Elkin at 920-751-6900 ext. 10125 or [melkin@neenah.k12.wi.us](mailto:melkin@neenah.k12.wi.us)

The Fox Valley Association is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.