



## GREATER SPOKANE LEAGUE (GSL) DIRECTOR

### Essential Functions

- Responsible for internal controls and policies and procedures of the Greater Spokane League.
- Act as a resource for Athletic Directors, administrators, coaches, media and community regarding all aspects of sports and school activities.
- Must respond in a timely manner to inquiries from athletic directors and/or school administrators.
- Collaborate with and supervise the bookkeeping services for the Greater Spokane League.
  - Oversee all GSL financial reports including income and expense reports.
  - Meet collaboratively with high school business managers three times annually to review and manage GSL financial procedures.
  - Ensure and maintain annual liability insurance for the directors and officers of the Greater Spokane League.
  - Manage payroll for Greater Spokane League post-season play in all 2A/3A/4A sports.
  - File all required regulatory reports including but not limited to IRS filing of 1099's and submit quarterly L & I reports and Medical & Family Leave reports to Washington State Employment Security.
- Maintain records and update GSL handbook annually.
- Negotiate broadcast rights with local TV and radio on behalf of the GSL
- Communicate with Vision Marketing regarding GSL sponsorships.
- Set agendas and facilitate monthly GSL Athletic Director meetings.
- Arbitrate any and all protests submitted by GSL member schools.
- Act as the Greater Spokane League Sports Information Director (SID)
- Serve on local committees (Spokane Regional Sports Commission/Sports Award Luncheon Committee and Sports Officials Coalition Committee.)
- Participate in an annual performance review with the Board of Directors.
- Other Duties as assigned.

## Qualifications

- Successful leadership experience working with high school athletics.
- Familiarity with Title IX and other regulations impacting high school athletics.
- Proficiency with Microsoft Office Suite, financial management software, website management and other technology to support high school athletics.
- Proficient as a team leader including effective collaboration, clear communication and conflict resolution amongst all stakeholders.
- Demonstrates ability to communicate clearly and transparently with all stakeholders in both verbal and written forms.

## APPLICATION:

Required documents for a complete application:

1. Resume
2. Letter of interest that speaks specifically to the applicant's experience in high school athletics and high school leadership.
3. Two letters of recommendation from direct supervisors within the past five years.

The aforementioned documents are to be sent to [Ryan.Mulvey@wvsd.org](mailto:Ryan.Mulvey@wvsd.org) Position is open until filled. Interviews to be held at time and location TBA. Incomplete applications will not be considered.

Salary Range: \$40,000 - \$50,000; commensurate with experience and qualifications.

**Verification of identity and United States work authorization must be completed before employment commences. The successful candidate for this position must be fingerprinted. Employment is contingent upon clearance by the Washington State Patrol and the Federal Bureau of Investigation.**

The Greater Spokane League is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, sexual orientation, gender identity, marital status, national origin, disability or handicap, genetic information or veteran status. Inquiries regarding compliance procedures may be directed to the GSL Board of Directors.