

**Illinois High School Association  
Job Description for  
Coordinator of Special Programs**



**POSITION OVERVIEW**

Screened by:	Executive Director & IHSA Staff
Appointed by:	Board of Directors
Tentative Timeline:	Online interviews in early May, which may be followed by in-person interviews in mid-May
Tentative Start Date:	Summer 2025
Work Environment:	In-office at IHSA office in Bloomington, Ill.
Compensation:	Salaried position with benefits. Pay commensurate with experience.
Apply:	Send resume, cover letter & references to <a href="mailto:resumes@IHSA.org">resumes@IHSA.org</a>

The IHSA is seeking a dynamic, organized, and responsible individual to join our team as a Coordinator of Special Programs. This role reports to the IHSA Executive Director and works closely with all IHSA staff members, as well as member school administrators and coaches, IHSA officials, and other constituents. The qualified candidate will be proficient with technology, have the ability to multi-task, and be comfortable adapting to a variety of roles in both the office environment, as well as working at IHSA events.

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**QUALIFICATIONS & EXPERIENCE**

**Minimum Requirements:**

- Bachelor's degree in Sports Management, Education, or a related field
- Experience in high school athletic or activity participation, coaching, athletics administration, or sports programming
- Proficiency in modern workplace technology and software platforms

**Preferred Qualifications:**

- Advanced degree in Sports Administration, Recreation Management, or a related field
  - Expertise in Microsoft products
  - Confident and effective public speaker
  - Experience with strategic planning or long-term program development
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## **KEY COMPETENCIES**

- Strong interpersonal and relationship-building skills
  - Demonstrated leadership and initiative
  - Public relations and community engagement experience
  - Exceptional written and verbal communication
  - Ability to work independently and make sound decisions
  - High level of organization, accuracy, and attention to detail
  - Technological proficiency and adaptability
  - Unwavering integrity and professionalism
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## **POTENTIAL EVENT COORDINATION RESPONSIBILITIES**

- Plan and execute key IHSA special events, including:
  - State Final national anthem singer selection & coordination
  - State Final pep band selection & coordination
  - Scheduling for IHSA sportsmanship mascot, Add A. Tude
  - All-State Academic Team Selection & Banquet
  - IHSA Foundation Golf Outing
  - All-School Mailing
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## **POTENTIAL PROGRAM OVERSIGHT RESPONSIBILITIES**

- Lead administration and development of inclusive and adaptive programming such as:
    - Wheelchair Basketball
    - Unified Special Olympics Championships
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## **STATE FINAL CHAMPIONSHIP SUPPORT**

- Provide administrative and event support for multiple IHSA sport and activity State Finals
  - Golf State Final Site Supervisor
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## **OVERVIEW**

Per the above, the IHSA has a number of programs and administrative initiatives that could be administered by the Coordinator of Special Programs, in addition to other duties as assigned by the Executive Director. We intend to assess the experiences and strengths of the candidate and tailor the role's responsibilities to help them succeed while supporting the mission of the IHSA.

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## **HOW TO APPLY**

Send a resume, cover letter, and list of three references to [resumes@ihsa.org](mailto:resumes@ihsa.org)