



# Trinity School

## Director of Athletics Trinity School – New York, NY

July 2025

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Trinity School, a college preparatory, co-educational independent day school on the Upper West Side of Manhattan, seeks a full-time Director of Athletics beginning July 1, 2025. The School stretches nearly the length of 91st Street between Columbus and Amsterdam Avenues with an enrollment of 1,053 students across three divisions: Lower School (K-4), Middle School (grades 5-8), and Upper School (grades 9-12). Long known as a school that values intellectual inquiry, scholastic excellence, passionate teaching, creative self-expression, and a diversity of perspectives and backgrounds, Trinity has built an exceptional tradition of achievement in academics, athletics, and the arts.

Reporting to the Head of School, and serving as a member of the School's Senior Administrative Team, the Director of Athletics plays a pivotal role in shaping Trinity's athletic program. The Director of Athletics is responsible for the leadership, management, organization, and administration of Trinity's grades 7-12 interscholastic program, fielding teams in cross country, soccer, water polo, volleyball, tennis, basketball, wrestling, swimming, indoor track and field, baseball, softball, track and field, lacrosse, squash, and golf. This position supervises an Assistant Director of Athletics, two Athletic Trainers, a part-time departmental Administrative Assistant as well as three seasonal rosters of part-time coaches. The Director of Athletics



The Director of Athletics works in close collaboration with the School's three divisional Principals and its Department Heads. The Director of Athletics serves as the School's point person and representative at all Ivy League Preparatory meetings overseeing the school's compliance with the League as well as with the New York State Association of Independent Schools Athletic Association (NYSAISAA).



**Carney  
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& ASSOCIATES

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### Specific Responsibilities:

- Direction of the day-to-day operations of the Athletics Department;
- Develop and oversee the Department's annual budget;
- Supervise and approve the purchasing of equipment, uniforms, team gear, and other supplies for the Department;
- Work closely with the Assistant Director of Athletics to ensure the coordination and organization of practice schedules, facility needs, and transportation;
- Maintain and foster the relationship with Randall's Island Fields Group, LLC (a main practice and competition location for the School);
- Oversee the recruitment, hiring, support, and evaluation of part-time seasonal coaches;
- Work closely with the Head of the Physical Education and Fitness Department;
- Represent the School at Ivy Preparatory League meetings and ensure that the School is in compliance with the League's guidelines; responsible for the completion of all paperwork regarding the School's participation in the League;
- Develop and foster effective communication within and about the Department;
- Serve as the School's representative at external meetings and conferences regarding athletics;
- Serve as a resource for the Director of Admissions, Grades 5-12, to identify potential Trinity students with interests in athletics; may be asked to serve on the Admissions Committee for Grades 5-12;
- Maintain the integrity and enhance the competitiveness of the School's athletics program in support of the mission, philosophy, policies, and procedures of the School;
- Evening and weekend hours required for athletic events and activities; and
- Travel may be required for conferences and tournaments.

### Qualifications and Experience:

- A Master's degree in Sports Management, Physical Education, Education Administration or a related field is preferred;
- 10+ years of experience in athletic administration and experience in coaching in an independent school, college, or university setting (experience with Middle and Upper School students required);
- Strong leadership and interpersonal skills with the ability to motivate and inspire coaches, staff, student athletes, and parents;
- The ideal candidate will have a deep understanding of the integral place of athletics in a comprehensive



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educational program and the ability to foster what it means to a student athlete to be a committed member of an athletic team;

- An energetic, collaborative, and forward-thinking administrator who can act at both a strategic and operation level with a strong understanding and commitment to a larger vision;
- Excellent organizational, scheduling, communication (both oral and written), and problem-solving abilities; and
- Demonstrated commitment to diversity, equity, and inclusion.

This job announcement outlines the general nature and work associated with this position, as well as the education and skills required. It is not intended to be an exhaustive list of all job responsibilities, duties, and skills that may be required now or in the future.

An Equal Opportunity Employer, Trinity School seeks candidates who will add to the diversity of its school community. More than this, Trinity is expressly committed to becoming an anti-racist institution and is calling on all members of its community to join in this important work.

The salary range for this position is \$220,000 - \$250,000 and is based upon several factors that include, but are not limited to, the candidate's work experience, education, training, key skills, and credentials.

**TO APPLY:**

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

- A cover letter expressing interest in this particular position;
- A current resume with all dates included; and
- A list of five professional references with the name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established)

to Rice Bryan ([rbryan@carneysandoe.com](mailto:rbryan@carneysandoe.com)), and Sabrina Zurkuhlen ([Sabrina.zurkuhlen@carneysandoe.com](mailto:Sabrina.zurkuhlen@carneysandoe.com)). Please do not contact the school directly.



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