



**Kansas State Association for Health, Physical Education, Recreation, and Dance
(KAHPERD)**

Executive Director Position

The Kansas Association for Health, Physical Education, Recreation and Dance (KAHPERD) seeks applicants for the position of Executive Director with the search process commencing June 2018.

Qualifications: The Executive Director should have a Health, Physical Education, Recreation, and/or Dance (HPERD) background (preferred), and hold a minimum of a Bachelor's Degree (Master's preferred). The qualified candidate should demonstrate excellent written and oral skills, strong organizational and interpersonal skills, familiarity with basic computer software (Word, Excel, Cvent, Google, social media and similar programs), and electronic communication. Experience in management, budgeting, public relations/advocacy, and grant writing is highly recommended.

Responsibilities: The Executive Director serves as the chief administrative officer for KAHPERD. Responsibilities include, but are not limited to

- overseeing day-to-day operations of the organization
- informing and advising the Executive Board and members
- providing leadership and direction in the functioning of KAHPERD
- working in conjunction with the treasurer to oversee Association finances

The Executive Director will be required to travel, in order to represent KAHPERD and speak to groups as directed or requested by the Executive Board. The Executive Director will establish collaborative relationships with businesses and other related associations.

This is considered a part-time position with flexible hours, including evenings and weekends. The salary range is \$10,000-\$12,000 depending on experience and qualifications. The budget for travel, computer equipment, and office supplies is provided. The position is contractual and will be evaluated every six (6) months for the first two years of service with the evaluation annually in subsequent years.

Application Requirements: Interested individuals must submit the following:

- letter of interest describing their vision for this position,
- statement of experience relative to the job description
- resume
- three references with contact information (name, current position, phone number, and email address) including one current or previous supervisor, colleague, and one other of your choice to:

Meggin DeMoss
Search/Interview Committee
megdemoss@msn.com

Deadline for applications is **July 16, 2018**. Applicants must be available for an in-person interview in August 2018. The successful candidate must attend the 2018 KAHPERD Convention October 24-26, at Emporia State University.