



## Be Part of the Team

CHSAA is looking for its next teammate to assist in furthering education based athletics and activities through the state of Colorado. CHSAA serves its membership through the advancement of interscholastic activities, which are an integral component and complement to the educational goals of its member schools.

### **Position: Assistant Commissioner**

---

This position will provide complete administrative oversight for several sports and activities, as well as officials and other components of the CHSAA including day-to-day operations. The Assistant Commissioner will promote and raise the statewide visibility/participation of such sports/activities with students, administration, and the school communities.

#### **Application:**

The **deadline to submit applications is February 13, 2026**. Please send a cover letter, resume, and 3 references with phone numbers to [svb@chsaa.org](mailto:svb@chsaa.org) with the job title in the subject line. Interviews will be conducted the week of February 23rd. The position start date is July 1, 2026.

#### **Education:**

- Bachelor's Degree required. Master's or other Advanced Degree preferred.

#### **Experience:**

- Demonstrated leadership experience of 7+ years in athletic/activity administration.
- Knowledge and experience in the operations of education-based athletics and activities. (Commensurate experience working with a National Governing Body of sport, University, Collegiate level, etc) will be considered.
- Demonstrated ability to collaborate with individuals and groups representing varied perspectives and communities, including broad and diverse stakeholder groups.
- Experience interpreting and applying policies, bylaws, or regulations within an educational or athletic context.
- Experience planning and administering large-scale athletic or activity events, tournaments, or championships.
- Demonstrated commitment to education-based athletics, student growth, and inclusive participation environments.

#### **Compensation and Benefits:**

- Minimum annual salary starting at \$110,000 with potential adjustments based on relevant experience. The benefits package is valued at \$50,000 annually, including a car with insurance paid by CHSAA.
- Highly competitive health, dental, and vision insurance included, as well as an employer supported pension retirement benefit (PERA).
- Paid time off and sick leave that support positive work-life balance.
- This is a full-time salaried position with 40+ hours per week that is year-round. The position is based out of the CHSAA office in Aurora.

**Job Status:**

- Exempt.
- Reports to the Commissioner of CHSAA.

**Skills:**

- Trustworthy thought-leader who is a team-centered, values driven professional with a high level of integrity.
- Strong ability to lead with their administrative “WHY” within the context of the Association’s mission.
- Ability to work in fast-paced environments and multi-task. Must possess strong time-management skills and be able to pivot and be flexible as needed, as well as meet deadlines and respond in a timely manner.
- Strong interpersonal and communication skills, as well as a demonstrated ability to conduct and present at the state and national level.
- Ability to establish relationships and exhibit positive communication across multiple dimensions of diversity, geography, classifications, and levels of leadership. Ability to collaborate and foster cooperation across all stakeholders.
- Excellent organizational skills and attention to detail.
- Ability to successfully delegate and empower employees and event staff.
- Intentional decision making around budgets and strength in fiscal responsibility.
- General office computer skills and proficiency in Microsoft Office and Google. Workable knowledge of social media platforms.

**Job Duties and Responsibilities:**

- Sport/Activity Specific:
  - Administer sports/activities for the member schools, including all administrative oversight, planning of post-season tournaments, and state championship events.
  - Responsible for supporting all playoff formats, state tournament series logistics, and implementation of any sport or activity assigned.
  - Work closely with and help guide sport/activity membership committees when making decisions regarding the sport/activity.
  - Prepare assigned sport/activity bulletins and communicate on a consistent and regular basis with athletic directors and coaches.
  - Manage the budget for assigned sports/activities and demonstrate fiscal responsibility through evaluating various cost options.
  - Work closely with the Board of Directors, leagues, and sport committees in refining current sports/activities and developing new activities aimed at increasing student participation.
- Postseason and State Tournament Event Planning:
  - Responsible for negotiating venues and sites for playoff and championship events.
  - Responsible for finding and selecting volunteer event workers, as well as securing supplies and equipment for events.
  - Assist in the selection and assignment of officials for playoff and state contests.
  - Assist with the assigning of officials for tournaments on the state level, as well as overseeing payment for officials.
- Officials Responsibilities:
  - Collaborate with and be the liaison to each of the Colorado high school sports officials organizations.
  - Be the point person for member schools as it relates to officials regarding issues, officials fees, training, ejections, retention, etc.

- General Responsibilities:
  - Implement and enforce the CHSAA Member Bylaws and CHSAA's policies and procedures to ensure equitable statewide compliance.
  - Demonstrate awareness and commitment to effectively establish relationships and exhibit positive communication across multiple dimensions of diversity, geography, classifications, and levels of administrative leadership.
  - Provide a strategic and visionary leadership component that will enhance the Association's role in serving interscholastic athletics and activities in the state of Colorado.
  - Assist in the development and interpretation of student eligibility standards.
  - Correspond and assist superintendents, principals, and athletic/activity directors with questions and concerns. Represent the Association to these groups and the public in promoting the values of interscholastic athletics and activities.
  - Manage conflict as it arises, striving for positive communication and collaboration.
  - Develop short- and long-term plans for responsible and sustainable management of operations, improvements, and developments in collaboration with the CHSAA staff, membership, coaches and invested parties.
  - Manage and work closely with a Coordinator of Sport/Activities in order to successfully execute your sports/activities and job duties. Assist in the development of the Coordinator of Sport.
  - Responsible for other related duties and responsibilities as may be deemed necessary by the Commissioner.
  - Attendance at events is part of the job and can include weekends, nights, and travel as necessary depending on the location of events. Some national travel is required.

#### **The Importance of Diversity at CHSAA:**

The Colorado High School Activities Association strives to represent and promote a diverse, inclusive, and equitable organization, where all employees, volunteers, partners, and program participants – whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability – feel valued, respected, and heard. Our goals:

- We are committed to a non-discriminatory approach and provide equal opportunity for employment and advancement in all our programs and activities.
- We respect and value diverse life experiences and heritages, and we work diligently to ensure that all voices are valued and heard.
- We are committed to modeling diversity and inclusion for our membership and the communities we serve.
- We are committed to maintaining an inclusive environment with equitable treatment for all.

The CHSAA is an equal opportunity employer. Minority and female candidates are encouraged to apply.