



# INTERNATIONAL SCHOOL SUVA

*World Class Citizens ~ Life Long Learners*

## Activities Director( Whole School)

We are seeking a qualified and experienced Activities Director to join International School Suva, Fiji. The Activities Director will design, coordinate, and deliver a comprehensive extracurricular and physical education program that aligns with the IB philosophy across the whole School. This role combines leadership in extracurricular activities to promote student engagement, physical well-being, and holistic development.

### **Key Responsibilities:**

1. Plan and implement extracurricular programs for the whole School.
2. Organize school events, inter-school competitions, and community partnerships.
3. Develop schedules, and manage resources.
4. Encourage student leadership and participation in activities.
5. Coach and prepare school sports teams for competitions.
6. Promote health, wellness, and sportsmanship among students.
7. Ensure safety during all physical activities and maintain sports equipment.
8. Any other duties assigned by the Supervisor.

### **Qualifications and Experience:**

1. Bachelor's Degree in Physical Education, Sports Science, or related field, or a related field.
2. Prior experience teaching in an international or multicultural setting is preferred.
3. Strong organizational, leadership and communication skills.
4. Cultural awareness and the ability to work effectively in a diverse environment.

### **How to Apply:**

Interested candidates are invited to submit their resume, a cover letter outlining their experience and suitability for the role, and contact information for two professional references. Applications should be sent by 3<sup>rd</sup> April, 2026.

- ❖ Please note that the organisation reserves the right to fill the position earlier than the deadline if a suitable candidate is identified
- ❖ Only shortlisted candidates will be contacted