

Tennessee Association of Health, Physical Education, Recreation and Dance Executive Director

The Tennessee Association of Health, Physical Education, Recreation, and Dance is seeking applicants for the position of Executive Director.

The mission of TAHPERD is to promote healthy, physically-active lifestyles for all Tennesseans. The organization aims to do the following:

- To provide for sound and adequate programs in health, physical education, recreation, dance and related areas, based upon the needs, interests and inherent capacities of the individual for his/her optimum development.
- To provide leadership essential to continued development of sound and adequate programs.
- To promote sound community relationships leading to adequate support for these programs.
- To stimulate an intelligent and comprehensive interest in health, physical education, recreation, dance and related areas.
- To encourage research and experimentation and to disseminate accurate information.
- To affiliate and to cooperate with other associations in improving the profession.
- To raise professional standards.
- To contribute to the individual's understanding of his/her role as a democratic citizen.

The candidates should be well organized; comfortable with the use of technology including word processing, spreadsheet, and presentation programs and virtual meeting applications; and able to work with a diverse group of people. The Executive Director of TAHPERD will be responsible for, but not limited to:

- maintaining and serving as the administrator of an office serving as TAHPERD headquarters,
- assisting the President, President-Elect, and Past President and other elected/appointed leaders of TAHPERD,
- maintain the current membership file,
- maintain current list of all committees,
- prepare reports as needed,
- sign all contracts, letters of agreement, and other documents for TAHPERD,
- serve as the liaison with other associations and related agencies,
- coordinate the exchange of files and handbooks from outgoing and incoming officers, and
- attend annual conferences associated with TAHPERD and management of TAHPERD.

For a full job description, see page 10 of the Operating Codes under the About Us tab at www.tahperd.us. TAHPERD is an Equal Employment Opportunity and Affirmative Action employer.

Only complete application packets will be considered. A complete application packet will include a letter of interest, references, and current resume or curriculum vitae. Please send the packet to:

Laura Morefield
TAHPERD Past President
tahperd.us@gmail.com

Required Qualifications:

- High School Diploma or GED equivalent
- Resident of Tennessee

Preferred

- Earned bachelor's degree in Physical Education, Nutrition, Health, Exercise Science, or related field
- Experience with basic managerial and office related tasks