



ST. MARY ACADEMY | Bay View

Director of Athletics Position Description & Posting

The Director of Athletics is a 12-month position that serves as a critical member of the academic leadership and administration of the school, and reports to the VP of Student Experience. The Director of Athletics engages with coaches, faculty/staff, students, and families in the development and implementation of the school's athletic program in the Lower, Middle, and Upper Schools. The ideal candidate should bring a love for working with students and families, outstanding collaboration, communication, and interpersonal skills, and a deep affinity for the Mercy Catholic tradition of St. Mary Academy – Bay View, as well as for educating and empowering girls and young women.

Our School

St. Mary Academy – Bay View is an all-girls, independent, Mercy Catholic school serving a diverse population of girls from Pre-K through Grade 12, located in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy and Mercy Education, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while striving to empower each student to be a confident, independent, compassionate, and socially conscious faith-filled young woman.

Administrative Leadership & Collaboration

- Be responsible for all administrative matters directly related to athletics and cooperate with the President (Head of School), VPs, and Division Heads in those matters which apply to the entire school.
- In cooperation with the President (Head of School), VP of Student Engagement, and the Director of Finance & Operations, and in consultation with the athletic staff, develop and oversee the annual budget for these programs, including coaches' salaries, team travel, equipment purchases, repairs to all equipment, and facility maintenance.
- Attend Academic Council meetings when there are topics related to athletics.
- Represent the school at various state, regional, and national athletic associations.
- Maintain all required memberships and contracts with organizations or facilities utilized by St. Mary Academy - Bay View Athletics.
- Perform other duties as assigned.

Personnel Leadership & Development

- Screen applications, interview, and hire the coaching staff in cooperation with school leadership and in alignment with the school's mission and values.
- Supervise, guide, and support the Athletic Trainer and coaching staff.
- Support and collaborate with the Health & Physical Education Department (Chair and faculty) as needed.
- Provide the coaching staff with information regarding professional development opportunities.

- Facilitate end-of-season meetings with coaches and review programs.

League & Compliance Responsibilities

- Manage all responsibilities related to maintaining a proper relationship with the Rhode Island Interscholastic League (RIIL), including submitting eligibility lists, required forms, declarations of sports, and payments for tournament fees, officials, and other sports-related expenses.
- Administer and supervise all RIIL Sportsmanship required coursework.
- Attend all RIIL seasonal coaches meetings (three per year).
- Engage and participate in the RIIL by volunteering on sport committees and the executive board, and attend league athletic director meetings.
- Collaborate with all RIIL Athletic Directors on conference scheduling issues, including but not limited to regular season and postseason playoff games. Ensure all necessary insurance certificates are obtained and provided.
- Be responsible for maintaining accurate records for teams and athletes.

Event & Community Engagement

- Ensure athletic representation at Lower, Middle, and Upper School back-to-school nights, open houses, and other community events, as needed, throughout the school year.
- Organize annual Parent and Student-Athlete Orientation.
- Coordinate with Head Coaches a parent meeting with all sports during the respective season.
- Plan and supervise special activities and events that are related to the general purposes and content of the athletic program.

Communication & Marketing

- Communicate effectively with parents/guardians, students, faculty/staff, coaches, and the broader school community regarding all aspects of the athletic programs.
- Collaborate with the Director of Enrollment Management & Strategic Marketing and their communications team to ensure consistent media and social coverage of athletics and to select school store items that engage and represent the community.
- Assist with conflict resolution between athletes, parents, and coaches.

Facility & Equipment Oversight

- Work with the Director of Facilities to ensure the readiness of all facilities and equipment for all sports.
- Manage Wellness Center/Athletic rentals and maintain a calendar of rental usage, coordinated with school functions.
- Order all equipment and maintain field nets, goals, bases, benches, scoring devices, and any other equipment needed to run operations of sporting events.
- Conduct yearly safety inspections on all equipment and adhere to all guidelines set forth by the National Federation of High School Sports.

Scheduling & Logistics

- Coordinate practice times for fields, courts, or the fitness center on a daily, weekly, and monthly basis.
- Coordinate transportation for Upper School and Middle School sports to away competitions and practices located off-campus.

Employment Standards and Physical Demands:

This position must be able to perform a range of physical tasks, including standing, walking, sitting, using hands, and lifting up to 30 and 40 lbs. The role involves both indoor and outdoor work, sometimes in inclement weather, and requires clear vision and hearing. The position requires evening and weekend hours. This position requires passing a national background check with fingerprinting. Additional duties may be assigned as needed.

Qualifications

- Ability to develop positive and collaborative working relationships with students, parents/guardians, faculty, staff, coaches, our league, other athletic directors in the region, and the wider community
- Clear commitment to Mercy values and philosophy, especially as it relates to athletics
- Strong skills in communication, planning, and program implementation
- Ability to maintain a positive attitude and to cultivate a healthy environment in which students, coaches, and athletics colleagues can thrive
- Demonstrated leadership in athletics
- Minimum of five (5) years of teaching/coaching or administrative experience and familiarity with independent school culture
- Bachelor's degree (in a related field, preferred)

Benefits:

St. Mary Academy – Bay View offers medical insurance, an Employee Assistance Program, group retirement plan, and tuition remission for children, as well as paid vacation, personal, sick, and holiday leave.

To Apply:

Visit bayviewacademy.org/about-bayview/employment-opportunities and download the "Non-Teaching Application." The application, cover letter, and resume must be submitted by July 3, 2025 via email to: employment@bayviewacademy.org, or mail to: St. Mary Academy – Bay View, Attn: Mrs. Karen Barbosa, VP of Student Experience & Civic Engagement, 3070 Pawtucket Avenue, Riverside, RI 02915.

An Equal Opportunity Employer, St. Mary Academy – Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.