

## **MCS Athletic Director - Job Description**

### **Stipend Position**

**Part-time** - August - June 30th

**Athletic Director:** The position shall have responsibility for the overall management of the MCS Athletic Program including Catholic Athletic League representative for MCS, and RILL.

### **Essential Functions:**

- Supervises varying Elementary and Middle School (Grades 4-8 ) athletic programs in coordination with the Principal and Assistant Principal.
- Works with Administration and facilities manager -
- Develops the interscholastic athletic schedules and official schedules for all games.
  - track & field
- Coordinates the transportation for all athletic games- See regulations for parents who are driving. MCS Does not provide bussing to and from games at this time.
  - Especially with tennis
- Coordinates all athletic games ( works with CAL schedule), including game management, ticket sales, security, emergency personnel and apparatus.
  - Basketball games a small fee was charged for entrance
  - Concession stands - parents can help
- Supervises and manages athletic coaches for each sport.
- Coordinates MCS gym availability with Facilities manager outside MCS athletic programs that may rent space at MCS - Ex: More Joy Pickleball, Elite Basketball, SC Volleyball
- Implements and monitors usage of the Athletic Code of conduct for students and parents. See CAL and RILL
- Supervises of **all** home games.- works with on-site to arrange
  - *basketball, volleyball, tennis games and matches*
  - SK parks and recreation, Prout, Narragansett
- Represents the school, as needed, at conference, and state meetings for administering the interscholastic athletic program.
  - CAL board meetings and other coaches meeting
  - RIL- M.Schools
- Ensures that all applicable laws and regulations relating to athletics are applied and followed.
  - Coaches have been properly vetted, BCI - Safe Environment training, CPR, First Aid and CAL coaching training.
- Creates Constant Contact newsletter to publicize athletic and sporting events, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.
  - Put together athletic update each week and sent out by Thursday - include photos
- Maintains professional relationship with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.
- Coordinates with others for the purpose of scheduling ancillary activities that occur prior to, during, and after sporting events, such as musical programs, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services, and other related activities.
- Handles all accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.

- See main office injury form
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations. Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.
- Maintains school sports equipment and maintains school team uniforms
- Uses equipment and supplies related to sports, athletics, and physical fitness.
- Travel to athletic competitions and professional meetings as required - possibly Nationals for track and field in June.
- Plan and coordinate with administration the annual Athletic Awards Night held in late May.
- Attends new family event held in August - showcase athletic programs here at MSC

**Other Qualifications:**

- Physically able to participate year-round in indoor and outdoor athletic activities with coaches, referees, and student-athletes.
- Solid understanding of athletics, athletic program management, and physical fitness.
- Familiarity with applicable laws, safety regulations, and Catholic Athletic League standards.
- Strong organizational, logistical, and managerial abilities.
- Proficient in using computers and relevant software for program planning and administration.
- Excellent verbal and written communication skills.
- Ability to build and maintain effective working relationships with students, staff, and stakeholders.
- Capable of managing multiple tasks and shifting priorities.
- Committed to continuous self-evaluation and professional development.
- Bachelor's Degree required. Successful experience managing or directing athletic programs preferred.
- Coaching certificate or coaching courses completed (NHSF)
- CAL- Play like a Champion
- CPR First aid certified
- Successful supervisory experience required.

**Resources:**

[Play Like. a Champion](#)

[Catholic Athletic League](#)

[Rhode Island Interscholastic League](#)