



ASSISTANT ATHLETIC DIRECTOR JOB DESCRIPTION

Job Title: Assistant Athletic Director

Department: Athletics

Date: September 2021

Job Scope:

The Assistant Athletic Director should have a personal relationship with Jesus Christ and be in line with our beliefs of Legacy Prep Christian Academy.

The Assistant Athletic Director works with the Athletic Director to provide administrative leadership to sports programs in the Athletic Department. The Assistant Athletic Director is responsible for assisting in developing, maintaining, and implementing a highly efficient, organized, professional, and Christ-centered Athletic Department.

As a leader in the Athletic Department, the Assistant Athletic Director will oversee all aspects of the middle school sports programs. This includes, but is not limited to, management of coaches, leagues, schedules, transportation, and game administration. Additionally, the Assistant Athletic Director will coordinate the management of all sports resources, locker-rooms, athletic gate, field preparation, and lower school intramural sports.

The Assistant Athletic Director reports directly to the Director of Athletics.

General Duties and Responsibilities: *(other duties may be assigned)*

- Middle School Athletics
 - Make recommendations on the allocation of financial resources to individual programs based on analysis of program needs.
 - Find, hire, evaluate, and replace all MS coaches.
 - Meet weekly with MS coaches in keeping up to date on MS team progress and needs.

- Provide administrative support for all MS team home games and events.
- Coordinate all MS league communication, attend league meetings, and monitor league movements.
- Work with high school coaches and administrative assistant to schedule all MS contests.
- Work with administrative assistant in securing officials for all MS sports home contests.
- Coordinate all MS team logistics.
- Work with Parent Team Coordinators in each sport.
- Address all parent concerns in a timely and professional manner.
- Athletic Equipment and Uniforms
 - Pre-Season Inventory
 - Develops appropriate methods to document a pre-season inventory for all sports programs on campus.
 - Submits a Sport Specific Pre-season Inventory Report to the Athletic Director.
 - Issuance of Equipment and Uniforms
 - Develops appropriate methods and practices for documenting the issuance of equipment and uniforms to athletes and coaches.
 - Develops methods to document the individual responsibility of issued equipment and uniforms (e.g. Checkout forms, establishment of responsibility, etc.).
 - Collection of Equipment and Uniforms
 - Oversees the documentation of collection efforts of equipment and uniforms by coaches in each sport.
 - Documents all return of equipment by each individual and team.
 - Post-Season Inventory
 - Documents a post-season inventory for all sports programs on campus that accounts for all pertinent information: quality, condition, number, etc.
 - Submits a Sport Specific Post-season Inventory Report to the Athletic Director.
 - Storage of Equipment/Uniforms
 - Coordinates with the coaches on storage of all equipment and uniforms during and after the season.
 - Uniform Schedule
 - Develops a plan for the replacement of MS uniforms based on need, quality, condition, and future of the sport programs.
 - Monitoring Equipment Operation and Safety
 - Assists the coaches in monitoring the condition of MS equipment for safety purposes and reports any findings back to the Athletic Director.
- Locker-rooms
 - Monitor all locker room areas.
 - Create policies that promote a healthy, safe, and secure locker-room environment.

- Keep records for all locker combinations (when we get them).
 - Assign lockers for all student-athletes and physical education students.
- Athletic Gate
 - Coordinate with athletic gate personnel to cover all athletic events.
 - Ensure timely and effective fiscal policies to protect gate revenue.
- Lower School Intramurals
 - Develop a 4th/5th grade intramural program designed to give students the opportunity to learn the fundamentals of playing the sports offered in the Athletic Department.
- Any other duties and responsibilities as assigned.

Qualifications and Skill Requirements:

- Interpersonal skills necessary to manage efficiently and courteously a diverse group of constituents.
- Minimum of five (5) years experience as a coach or school administrator.
- Excellent organizational, accurate verbal and written communication skills.
- Ability to utilize online calendars for completion of tasks and planning.
- Ability to multi-task and work under deadlines and pressure.
- Proficient in Microsoft Word, Excel, Google Drive (spreadsheet), and email applications.