**Part-Time Athletic Director**  
**Our Lady of Peace School**

**Darien Illinois**

**Position available: July, 2018**

**Position Purpose**  
  
  
**Essential Functions**

* Supervises the school's athletic programs in coordination with the Principal, including recommending policies and procedures relating to the athletic programs.
* Attends athletic events and assumes responsibility for managing/coordinating athletic event setups and take-downs.
* Assumes responsibility for the constant supervision of students by responsible adults.
* Resolves conflicts that may arise among student athletes, parents, coaches, etc.
* Ensures that all coaches and volunteers have current Criminal Background Checks and have attended a ***Protecting God's Children*** training.
* Analyzes and evaluates existing athletic programs and equipment for the purpose of ensuring that they serve the best interest of the school and the students who participate; meet applicable laws and regulations; and ensure the safety of athletic event participants.
* Assumes responsibility for the recruitment, selection, training, supervision, and evaluation of all coaches.
* Enforces and supports school student eligibility policies and works collaboratively with school administration to communicate and manage implementation of these policies.
* Analyzes student participation and develops procedures to ensure that the maximum numbers of students have the opportunity to participate in athletic activities and that the programs do not discriminate against any student due to gender or race.
* Supervises the school's athletic facilities, oversees the scheduling and coordinating of practices and athletic events, and disseminates information as needed regarding the times and locations of athletic events.
* Works collaboratively with the Principal and Pastors to schedule athletic events / practices that do not conflict with student or family Mass attendance, sacramental preparation, or school / parish events.
* Supervises and coordinates the Athletic Association’s budget and finances with the business manager and principal for all sports programs and sporting events including inventory and control of uniforms, supplies, and equipment.
* Works with the Business Manager and Principal to create and monitor the athletic budget.
* Serves as the school representative and liaison to interscholastic leagues and other sports-related groups as needed.
* Ensures that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, state laws and regulations, and conference rules and regulations, as well as concussion protocols.
* Follows and enforces diocesan and school transportation policies.
* Coordinates the selection and compensation of sports officials/referees for on-site events, and represents the school for the purpose of securing the highest possible quality of officiation.
* Establishes criteria for awards relating to participation in and/or the demonstration of excellence in school athletic programs.
* Participates in award ceremonies and in the distribution of awards to athletes and 8th grade graduates.
* Creates materials in both printed and electronic formats to publicize athletic and sporting events.
* Fosters enhanced awareness among students, staff, and the community of the school's athletic programs.
* Recognizes and supports the school's athletic programs through his or her attendance at athletic events.
* Maintains a professional relationship with media sources for the purpose of providing information regarding schedules, postponements, or event 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, press boxes, 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.
* 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 with applicable laws and regulations.

**Qualifications Profile**

* Knowledge of athletics, athletic programs, and physical fitness
* Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
* Ability to evaluate, develop and implement athletic programs, activities and events, and to make effective recommendations related to those areas.
* Excellent verbal and written communication skills.
* Ability to communicate with all stakeholders including (but not limited to): Pastors, school administration, students, parents, coaches, School Board members, and teachers.

**Qualifications Profile**

* Ability to establish trust and to build positive relationships with administration, Pastors, staff, coaches, students, parents.
* He or she must complete Protecting God's Children training and complete a favorable Criminal Background Check (CBC) with fingerprinting protocol through Accurate Biometrics.

**Experience**

* Successful Supervisory experience is preferred.
* Previous coaching experience is preferred.

**To apply for this position**  
**Please send the documents below to** [resume@olopdarien.org](mailto:resume@olopdarien.org)

A copy of your **Protecting God’s Children** Certificate of Completion.

* A cover letter that indicates your interest in this position.
* A current resume.
* A letter of reference from an individual who know you well and who can attest to your leadership and collaborations skills, as well as your knowledge or experiences regarding working with school athletic programs, coaches, student athletes and parents.