

ATHLETICS COORDINATOR

Job Description



POSITION SUMMARY

Berean Christian Academy Athletic Coordinator will be responsible for overseeing the day to day operations of the athletic department. The coordinator will ensure that all of the athletes are getting the training and support that they need to succeed, while managing the planning for future events and competitions.

PRINCIPLES FOR CONDUCTING WORK

Serve as a Christian role model, by precept and example, of the highest Christian virtue and personal decorum both in and out of school to students, and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

DUTIES AND RESPONSIBILITIES

Strategic Planning and Program Development

- Foster the development of athletes and an athletic culture in the upper school through athletic programs that build camaraderie, skill, and teamwork in sports that will be offered in grades 7-12.
- Create, execute, and revise strategic plans, including personnel, equipment, facilities, and funding projections and acquisition for the development of the athletic programs.

Scheduling

- Coordinate scheduling of all practices, contests, and program meetings.
- Coordinate scheduling for usage of gyms, fields, and off-site facilities for practices, games, and activities.
- Coordinate all officiating requirements.
- Schedule employee supervision of all practices, games, and activities.
- Coordinate and facilitate correspondence with opposing teams prior to games to confirm date, time, facilities and contact for potential changes.
- Correspondence with league prior to and during season to ensure all teams are in compliance.

Personnel Selection and Supervision

- Evaluate coaching needs per sport, interview and select qualified coaches.
- Prepare & Implement Coaches Onboarding Procedure by assisting in the hiring process for new coaches and assistants, including working with human resource to conduct interviews, background checks and new hire paperwork.
- Ensure that all programs are in compliance with state law, league, and regulations.

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DUTIES AND RESPONSIBILITIES (cont.)

Finances

- Prepare and administer the athletic budget in coordination with the finance office.
- Prepare and present budget needs/requests for equipment & facility upgrades to Head of School prior to the school board's budget review & approval in March of each year.
- Oversee establishment and collection of athletic fees.
- Oversee the payment of coaches.

Operational

- Coordinate game day set-up and tear down of facilities.
- Ensure a safe learning/competing environment of gyms, fields and equipment.
- Schedule employee supervision of all practices, contests, and activities.
- Organize and maintain the inventory of all athletic equipment and storage areas.
- Order necessary equipment for all sports.
- Authorize purchase orders submitted by coaches, volunteers, and sponsors.
- Coordinate first aid kits and supplies.
- Serve as a member of the BCA Groundskeepers Committee to keep informed of the status of fields and aid in proper maintenance
- Keep administration and faculty/staff/parents informed of student involvement through rosters, game schedules and practice times.
- Work in conjunction with the Dean of Upper school and Headmaster in the enforcement of academic and behavioral eligibility.
- Provide information for the school athletic calendar and weekly newsletters.
- Schedule and provide oversight for the athletic banquet.
- Prepare and circulate parent surveys about sports interest.
- Work with the school nurse to ensure all students have a Physician Physical Release Form on file before students can participate.
- Lead, organize and plan athletics meetings for students and parents.
- Attend at least 2 games/events within each individual sport season
- Attend BCA faculty and staff meetings.

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QUALIFICATIONS

- Must be a Christian and agree fully with the BCA's Statement of Faith
- Must be active in a local church and in good standing
- Strong oral and written communication skills and basic computer skills.
- High energy and takes initiative.
- The ability to work well with others (staff, students, and parents) and alone.
- Excellent leadership, organizational, and interpersonal skills.
- Must have the ability to organize people, events, and paperwork.
- Must be comfortable and amiable in interacting with many people throughout the day.
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail.
- Flexibility and the ability to remain composed when confronted with competing demands.
- Discretion in maintaining confidentiality of records and information.