



CHRISTIAN BROTHERS HIGH SCHOOL

Position: Assistant Athletic Director

Reports to: Athletic Director

Employment Status: Part Time, 40%

FLSA Status: Exempt

Position Description

The Assistant Athletic Director is responsible for providing direct assistance to the Athletic Director, to whom this position directly reports. In the absence of the Athletic Director, the Assistant Athletic Director should act as the Athletic Director in the management of the Athletic Department with emphasis on specific areas, as determined by the Athletic Director (administrative, supervision, budgetary, event management, marketing, facilities and safety).

Essential Job Duties and Responsibilities

Administrative Duties

1. Assume the responsibilities and duties of the athletic director in his/her absence, and those duties as assigned by the athletic director.
2. Collect equipment and uniforms from all coaches.
3. Updating and compiling information for weekly Sports World.
4. Assist in supervision of Athletic Student Council.
5. Assist in organizing, supervising and running of the athletic camps for the school's Summer Camps Program.
6. Assist in creating team rosters on Appryse.
7. Enter all athletes into their assigned sport group on Power School for attendance purposes.
8. Submits student team rosters to the Business Office for Athletic Fee billing.
9. Keep rosters and sports physical forms current for season in Appryse and PowerSchool.
10. Verify GPA's for all student athletes for school and league awards.
11. Enter all new coaches into Appryse and act as the liaison for coaches with Appryse questions.
12. Collect gate fees and deposit the fees with the Business Office.
13. Assist with creating seasonal athletic sport programs.
14. Assist head coaches with PAL tournament program design and ordering awards.
15. Assist in ordering athletic awards and distribution of certificates and awards to coaches.
16. Assist in game management at Holy Bowl, Holy Court, PAL Tournaments and other games as needed.
17. Guide and help students with the college requirement process and identify potential colleges and or universities that match the students' academic and athletic abilities.
18. Assist in hiring process of all head coaches.

19. Act as a liaison between department vendor and coaches.
20. Organize student evaluations and creation of documented responses.

Supervisory Duties:

1. Assist in the supervision of athletic practices and competitions.
2. Assist in the periodic evaluations of the coaching staff.
3. Assist in organizing and attending all meetings of the athletic department.

Budgetary Duties:

1. Assist in budgeting process.
2. Oversee and manage equipment and uniform ordering, receiving, inventory and storage for all sports.

Event Management Duties:

1. Assume responsibilities of ‘administrator in charge’ at attended athletic events.
2. Ensure that game operations for all athletic events are effective.
3. Assist with organizations, such as Falcon Athletic Volunteers and LaSalle Club, at events that affect the athletic program.

Marketing Duties:

1. Attend Falcon Athletic Volunteer meetings and LaSalle club meetings in the absence of the Athletic Director.
2. Act as a representative of the Athletic Department in public relations events (ex: Open House, Frosh Welcome Night, New Parent Orientation for Christian Brothers Athletics, etc.)

Facilities and Safety Duties:

1. Assist in evaluation and planning of athletic program facility improvements.
2. Facilitate the coordination, use and supervision of the athletic facilities on and off site.
3. Ensuring that the school property is safe and secure at the end of athletic events, contests and practices

Job Qualifications and Competencies

1. Bachelor’s degree in relevant subject area; master’s degree preferred.
2. Five years’ experience in management of a relevant athletic program.
3. Excellent organizational and communication skills (oral and written).
4. Proven ability to plan, multi-task and lead.
5. Possess knowledge of the policies and practices of Christian Brothers High School and regulations of the league/district in which Christian Brothers participates, the CIF and the standards of ethical conduct of interscholastic athletic team programs.
6. Proficiency in social media platforms – Facebook, Twitter, etc.
7. Ability to demonstrate a positive attitude in any situation.
8. Ability to work well with students, families and with adult colleagues.
9. Ability to work evenings and weekends.
10. Demonstrated commitment to equity and inclusion.

Qualified applicants may submit a resume and cover letter for each/all position(s) of interest to hr@cbhs-sacramento.org The position is open until filled.