

Trinity Episcopal School
Athletic Director
Job Description

The Athletic Director is responsible for the development, management, coordination and supervision of Trinity's athletics. The Athletic Director provides visionary leadership, strategic planning and policy development for the athletics program and maintains an athletics program that is committed to the school mission and strategic priorities. The athletic director manages the overall athletic budget, recruits and manages the coaching staff, and ensures compliance with policies. The Athletic Director reports directly to Head of School and works cooperatively with faculty, staff, parents and visitors.

Qualifications:

Requires bachelor's degree. Must demonstrate commitment to academic excellence and the ability to work effectively with many different people. The athletic director should have previous experience coaching and mentoring children. Must have computer experience and demonstrate high-level skill in organization, interpersonal relations, excellent written and oral communication skills, and have the ability to prioritize and handle a variety of tasks simultaneously. Must relate well to children. Must demonstrate good decision-making and judgment as well as attention to detail and follow-through. Must be able to adapt to a rapidly changing environment. Must participate in and maintain CPR and Safeguarding God's children training.

Athletic Director

- To lead by activity and example, to develop, organize, supervise and evaluate the entire program of intramural and interscholastic athletics for 4th-8th grades.
 - To ensure that all coaches are performing their duties at the very highest level of professionalism.
 - To ensure that all coaching positions are filled with competent coaches who are properly trained in all organizational and philosophical aspects of the athletic program. In this connection he or she will participate with the head of school and the administrative team in employment decisions and faculty assignments.
 - To ensure the proper maintenance and security of all athletic equipment and athletic facilities, working in coordination with the assistant head of school.
 - To organize (and submit to the director of marketing) regular information on the various programs for public recognition of athletic achievements.
 - To prepare, submit, and administer a budget each year to fund the athletic programs of the school.
 - To provide the scheduling of all athletic contests, arrange for athletic transportation, hiring of all game officials, renting of fields, and confirmation of game dates, times and locations.
 - To represent the school at various athletic events.
- To review the coaches' expectations each year and set up appropriate meetings with the coaches to review the information.
 - Oversee all tournaments and the annual sports banquet.
 - To oversee the distribution, ordering, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
 - To ensure the health and safety of all students in the athletic program.
 - To perform other duties as assigned by the head of school.
 - To support the school and its leadership.