



Our Mission:

Centered in Christ and rooted in historical Catholic tradition, St. Cecilia strives to form missionary disciples and foster academic excellence in a culture of family.

Athletic Director

Location: St. Cecilia School

Reports To: Principal

Hours: 20 hours per week

Status: Non-Exempt

Position Overview:

St. Cecilia School is seeking an **Athletic Director** to oversee and manage the school's athletic programs, primarily for students in grades 5-8. This position is responsible for the organization, coordination, and administration of all athletic programs, ensuring that they align with the mission and values of St. Cecilia School.

The Athletic Director will also oversee and work closely with the **Assistant Athletic Director**, who will assist in all duties and ensure the smooth operation of the athletic department.

Key Responsibilities:

- **Program Oversight:** Develop, implement, and manage middle school athletic programs for grades 5-8, ensuring opportunities for student participation and skill development.
- **Scheduling:** Coordinate all athletic schedules, including practices and games, in collaboration with coaches, opposing teams, and league officials.
- **Budget Management:** Develop and oversee the athletic department budget, ensuring responsible financial management of program expenses, equipment, and facility needs.
- **Communication:** Serve as the primary point of contact for all athletic communications, providing timely updates to parents, faculty, coaches, and student-athletes. Transparent communication with school administration is a must.



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- **Athletic Facilities:** Schedule and secure both on- and off-site facilities as needed for practices and competitions. Ensure all athletic facilities are properly set up before games and appropriately cleaned and restored afterward.
- **Equipment & Uniforms:** Maintain and inventory athletic equipment and uniforms, ensuring proper distribution and return at the end of each season.
- **Compliance & Safety:** Ensure all athletic activities adhere to school policies and league regulations, promoting a safe and respectful environment for all participants.
- **League Representation:** Serve as an advocate for St. Cecilia School in its chosen league, contributing to policy development and ensuring the school's interests are represented in league decisions. This does require flexibility during the workday to attend quarterly meetings.
- **Coaching Support:** Recruit and work closely with volunteer coaches to provide guidance, schedule meetings, and ensure alignment with school values and athletic goals.
- **Student Development:** Foster a culture of teamwork, discipline, and sportsmanship, emphasizing character formation through athletics.

Qualifications:

- Experience in athletic administration, coaching, or a related field (preferred).
- Strong organizational, leadership, and communication skills.
- Ability to manage multiple tasks and work collaboratively with students, parents, coaches, and school leadership.
- Commitment to the mission and values of St. Cecilia School.