



POSITION DESCRIPTION

Title: SMCS Athletic and Activities Director
Reports to: SMCHS Principal

Job Summary: Responsible for administering the SMCS Co-Curricular Program and its services and school events. Acts as the primary contact for SMCHS and SMCMS.

Essential Job Duties: *The following are typical expectations and work responsibilities.*

1. Ability to communicate well and to apply leadership skills within a shared decision-making model
2. Ability and disposition to work collaboratively with the administrative team, coaching staff, and full school staff
3. Ability to effectively present information in oral and written form and to respond to questions from groups (Administrators, Staff, Coaches, Students, Parents, General Public)
4. Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies, and procedures
5. Desire to provide a safe environment for all students, staff, parents, and community members at all events
6. Desire and ability to establish and maintain effective working relationships with students, staff and the community
7. Participates with other staff in promoting good teamwork
8. Recommends measures to improve methods, performance and quality of product or service, and suggest changes in working conditions to increase efficiency
9. Adheres to all SMCS and Green Bay Diocesan policies including the background check and Virtus training
10. Understands and supports the philosophy and mission of SMCS as well as the Green Bay Diocesan Code of Personal and Ethical Conduct
11. Promotes and supports all system activities in actions and words
12. Dresses professionally whenever representing the school

Other duties as assigned by the Principal

To the Schools:

1. Conducts an overall assessment of existing programs, including personnel, at the end of each sport season, fall, winter and spring. Provides documentation to Human Resources
2. Cooperates with and supports recruitment efforts as they pertain to the co-curricular contests and events: i.e. grade school night, etc.
3. Provides updated information to the schools and associations
4. Is accessible to athletes, participants, parents, coaches, directors, advisors and others relative to co-curricular concerns
5. Constructs proactive means of communicating with parents/athletes/participants regarding information and expectations of each sport/activity/season
6. Covers all aspects of the co-curricular program that need attention, direction and supervision in order to bring students, parents, patrons, faculty and staff to a high level of unification and harmony
7. Supervises SMCS Assistant Athletic and Activities Director (Middle/Grade School) to promote a unified system approach to co-curricular

To Coaches/Advisors/Directors:

1. Evaluates coaches/advisors/directors in their relationship to fellow coaches/advisors/directors, student participants, the public and the co-curricular programs
2. Is responsible for the hiring and dismissing of all head coaches/advisors/directors in consultation with building Principals and Director of Human Resources; assures compliance with Green Bay Diocesan policies related to background checks and Virtus Training before coaches and volunteers interact with students

3. Handles conflict situations between parents, coaches, advisors, directors, volunteers and students with professionalism, respect and the appropriate "chain of command" sequence
4. Ensures that all rules and by-laws of the WIAA and the co-curricular conferences are understood and rigidly enforced by the co-curricular staff
5. Supervises staff to make certain that they receive from each athlete a permit and medical statement from parents and doctors prior to the issuance of any equipment or practice session
6. Ensures that all coaches/advisors/directors submit an updated inventory of equipment and supplies at the end of each sport season and keeps such reports on file
7. Monitors that all coaches/advisors/directors maintain adequate in-season equipment care, repair and replacement
8. Monitors the writing, updating and implementation of the high school Coaches' Handbook
8. Coordinates summer camps and brochure

To Student Participants:

1. Monitors the writing, publishing and enforcing of rules and regulations for student participants in consultation with the Principals
2. Is responsible that "Code of Conduct" is made available to all students involved in co-curriculars; handles and documents all code violations with students as outlined in the Code; accumulates the Code violation records of students
3. Monitors students in relationship to administration, staff, fellow participants and the general philosophy of all SMCHS programs
4. Monitors the procedure for the proper care of injured participants with the athletic trainer

Preparation and Administration of the Co-curricular Budget:

1. Develops an annual co-curricular budget from the requests of individual coaches/advisors/directors
2. Presents budget for the next school year to Principals, President and Booster Club
3. Supervises the income and expenses through the year to assure compliance with budget projections
4. Coordinates all budget income and expenditures in conjunction with the SMCS protocol

Administration of Co-curricular Events and Facilities:

1. Monitors scheduling of all inter-scholastic contests in conjunction with coaches/advisors/directors of each respective activity
2. Coordinates scheduling of practices for gym or other facilities in all activities/contests
3. Responsible for providing or securing supervision for home game coverage
4. Responsible for all grounds maintenance (athletic and otherwise) at middle/high school campus in cooperation with the maintenance supervisor
5. Monitors the hiring of all event officials
6. Arranges administrative details of home contests
7. Monitors the high school locker rooms, equipment and storage areas and Athletic Director's office to meet acceptable standards of hygiene and orderliness
8. Monitors arrangement of practice/rehearsal and game/contest/performance schedules so as to eliminate or resolve conflicts
9. Assists in distribution and collection of keys for the co-curricular staff from season to season
10. When necessary, responsible to appoint someone as "event manager" to act in his/her absence, and to fulfill the duties of the Activities Director
11. Oversees the preparation and "take down" of venues for contests/meets/performances
12. Oversees and coordinates general school transportation including the use of all SMCS vehicles
13. Organizes team photographs
14. Coordinates the publication of the SMCHS seasonal co-curriculars book and posters
15. Coordinates, with the Advancement Office, all public relations' press releases; assists with coordination of updating the SMCHS sports web pages and SMCS newsletters
16. Acts as a liaison to the SMCHS Hall of Fame event and Greater Zephyrs Open (GZO)

Record Keeping:

Maintains a file and archives of individual team records in sports where records have been kept previously

Programs and Meetings:

1. Designates and orders all awards after consultation with the coaches/advisors/directors of each respective team/club
2. Designates and arranges seasonal Parents' Information Programs, Award Nights, etc.
3. Represents the high school at WIAA meetings and serves as the school's agent at WIAA sponsored events in this locale
4. Represents the high school at all conference & diocesan Athletic Director meetings and Athletes for Christ meetings
5. Represents the Co-Curricular Departments at monthly Booster Club meetings and SMCS Athletic Committee meetings
6. Works in partnership with Booster Club at fund-raising and service events
7. Represents the high school as related to co-curricular, at meetings, interviews, press conferences, etc.

Qualifications:

- Bachelor's degree in a related field
- Strong belief in Catholic education
- Experience in dealing with situations relative to adolescent physical, social and temperamental issues
- Exceptional written and verbal communication skills
- Technical reading and writing skills
- Available to work irregular hours and/or a non-traditional schedule.
- Computer proficiency and database experience
- Ability to communicate with and serve all levels of management
- Excellent organizational skills, ability to effectively coordinate and manage multiple priorities and responsibilities
- Efficient, reliable and adaptable to change while maintaining high productivity levels under stressful deadlines
- Valid driver's license

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.

I am able to perform all of the above duties with or without reasonable accommodation.

Signature _____

Date _____