

St. Thomas Aquinas School (STA) – Athletic Director Position

Position Statement:

The Athletic Director (AD) provides administrative direction and oversight for all Catholic Youth Organization (CYO) athletics staff, programs, facilities and activities. The AD is responsible for ensuring compliance with all CYO rules and regulations, and sustaining a culture of sportsmanship, professionalism and respect at all levels. The AD also collaborates with the school principal and staff to ensure that students participating in CYO sports and activities remain in good standing academically. Evening and weekend work required in certain seasons during the school year.

Major Duties:

General Activities –

- Communicate information regarding CYO sports, activities and events to parish and school families, including – (1) dates of try-outs; (2) deadlines for team sign-ups; and (3) fees related to participation in CYO sports and activities;
- Coordinate the registration of all sports teams and players with CYO;
- Notify families, collect and maintain at STA, all student physicals for CYO participants;
- Hold on an as-needed basis meetings of the STA Athletic Committee;
- Oversee and make sure that all STA athletic fundraisers in collaboration with the Athletic Committee, including the poinsettia sale and spring kickball are chaired and have the necessary support;
- Develop and maintain job description for gym managers, including the coordination of gym manager compensation;
- Work with athletic committee to determine ways to create service opportunities for STA students related to concession sales at games hosted by STA (e.g., 8th grade fundraising for DC trip);
- Coordinate the activities and award the Mike and Linda Holmes' Mental Attitude Award; and
- Ensure compliance and give notice regarding all CYO-STA student/athlete policies, including Safe and Sacred training, student eligibility, and individual sports' rules and regulations.

Inventory Management –

- Maintain inventory of all sports' uniforms and equipment, including the updating of sports banners when necessary;
- Determine uniform and equipment needs;
- Maintain schedule for when new uniforms and equipment must be purchased;
- Distribute, track and collect all sports' uniforms before and after each season, collect reimbursement from families not returning uniforms in compliance with policies set forth by the Athletic Committee;
- Maintain adequate supplies of first aid kits and ice packs;
- Maintain clean, organized equipment closet.

Practice/Game Day Activities –

- Develop and maintain gym schedule at STA for practices and games;
- Coordinate volunteers for ticket collection and concessions for games at STA and communicate such with gym manager on a regular basis. Providing contact information for volunteers in case of no shows. Coordinate with gym manager to ensure that all resources are available for games at STA in a timely fashion; and,
- Coordinate with 8th grade fundraising parent to ensure that concessions are available and supervised during indoor sports events.