



St. James Catholic School

412 W. Washington

Millstadt, IL 62260

Tel: 618-476-3510

<http://www.stjamesmillstadt.com>

Wednesday, January 29, 2020

Position Available

ATHLETIC DIRECTOR

JOB DESCRIPTION: The primary purpose of the position is to oversee, plan and direct the athletic program and all athletic activities for the school, as well as dynamic leadership, vision, and direction for campus-wide athletics.

RESPONSIBILITIES:

- Communicate with other athletic directors (AD) regarding schedules
- Coordinate referees and umpires
- Coordinate and host several tournaments
 - Bing Alberter
 - Softball
 - Boys volleyball
- Coordinate with SIJHSAA and IESA
- Coordinate with Diocesan athletic directors and administrators
- Attend Diocesan AD meetings
- Communicate and enforce code of conduct across the program
- Work with the Athletic Association regarding support for the athletic program

ESSENTIAL QUALIFICATIONS:

- Two-four years progressive experience in Athletics
- Experience coaching elementary and/or middle school age children in a variety of sports activities
- Outstanding interpersonal skills with a strong customer service focus (internal and external)
- Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school
- Highly ethical team player
- High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm
- Available to work evenings and weekends when necessary.
- Ability to identify needs and potential problems and articulate the problem and alternative resolution to the Principal.

REPORTS TO: Principal

To apply send a cover letter with résumé to Mrs. Hasenstab, St James Catholic School, 412 W Washington St., Millstadt, IL. 62260. Email to principal@stjamesmillstadt.com.