

# **Job Description for Athletic Director at New Life Christian Academy**

**Responsible to:** Administrator (and principal)

**Description:** The position of NLCA Athletic Director is for someone willing to organize athletic teams and schedules under the MHSAA regulations and ISAC league, and communicate game and practice schedules with the coaches, teams, and parents.

## **Duties:**

### **1. Supervision**

- a. To supervise the athletic programs in consultation with the administrator.
- b. To recommend coaching personnel and to evaluate their performances with administration and board liaison.
- c. To act as consultant to the administration and coaching personnel on matters pertaining to the athletic program.
- d. To hold meetings with coaches, parents and athletes whenever necessary; to keep them informed of all matters pertaining to the athletic program.
- e. To supervise all athletic facilities; schedule use of said facilities.
- f. To supervise and coordinate the budget for all sports.
- g. To oversee all athletic facilities to assure that they are always in proper playing conditions.

### **2. Inner State Athletic Conference and District Representative**

- a. To schedule all athletic events with the conference.
- b. To represent New Life Christian Academy (NLCA) in all athletic business at conference and district meetings, or see to it that a representative is present.
- c. To enforce and interpret all athletic regulations as specified by Michigan High School Athletic Association (MHSAA) and ISAC in which membership is maintained.
- d. To ensure attendance of all-conference meetings with coaches and other conference coaches.
- e. To complete master eligibility forms each season/team.

### **3. Athletic Events**

- a. Home game activities: Be responsible for overall supervision of home sporting events; obtain adequate personnel to ensure smooth operation of events.
- b. Pre-game and half-time programs: To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre-game ceremonies and half-time programs.
- c. Notifying administration: To make recommendations to the administrator regarding the conduct of each activity.
- d. Athletic boosters: To work with parents/athletic boosters to determine the need for and to establish a schedule of specific assignments and reporting times for all personnel involved with duties pertaining to the activity; for example: supervision of game attendees, ticket sales, concessions, score table, etc.

- e. Game program: To assist the school in obtaining from visiting teams the information to be included in individual game programs.
- f. As liaison to guest teams: To inform visiting teams and officials of the pertinent details of their participation- time schedules, dressing facilities, etc.
- g. Printed schedules: To develop a schedule of posters and pocket schedules as needed for use in publicizing all programs to the NLCA school family and general public.
- h. To see that athletes and parents are fully informed as to date, time and place of all games and events. Because the school does not provide transportation, see that athletes have an accurate handbook of game locations – with confirmed directions to each location.
- i. Record keeping: (collect from coaches) season's score book; school, conference or district records established by team or individual participants; honor and award winners; individual participation summaries and recommendations for future; inventory of uniforms and supplies; budget requests from coaches; eligibility lists; financial reports.
- j. Sports Banquet: Organize end of the school year sports awards' night/program or dinner for all junior and senior high athletes.
- k. Communicate with referee assigners.

### **(Additional Break-down of Duties)**

#### **Daily Responsibilities**

1. Check voice mail messages.
2. Check email messages.
3. Mail

#### **Weekly Responsibilities**

1. Confirm games and officials
2. Confirm games with home court
3. Communicate with appropriate news media of team and player stats and items of promotional interest.

#### **Monthly Responsibilities**

##### **SUMMER**

1. Check messages, email and mail.
2. *Communication with all 6-12 grade families\*\**
  - Notification of fall sports start date
  - Physical form availability
  - Date for fall sports meeting with coaches, parents and athletes
3. Order fall sports equipment
  - Paint for marking soccer field
  - Soccer socks
  - Soccer game balls
  - Volleyball game balls
4. *Contact coaches about fall sports/contracts/equipment\*\**
5. Oversee the soccer field preparation and game time readiness
6. *Meet with coach/athletes the first day of practice\*\**

7. *Contact Assigner with game dates\*\**
8. *Contact venue (if off campus)/submit paperwork\*\**

**FALL/WINTER/SPRING**

1. Fall Homecoming game scheduled/prepare for extra attendees/halftime program
2. *Complete master eligibility sheet for all sports teams\*\**
3. *Check for: (1) all physicals turned-in to school office; (2) coaches' contracts signed; (3) Assigner contacted with dates. \*\**
4. Senior game – plan/prepare for senior night for each sport
5. *Eligibility checked at progress reports/report cards\*\**
6. *Collect uniforms/check condition of uniforms for following season\*\**
7. *Inventory equipment after sport is completed \*\**
8. Coach schedules last practice to collect clean uniforms
9. Remove soccer nets in fall and put up again in spring/remove for summer

**END OF YEAR BANQUET**

1. Venue/date/time
2. Awards ready
3. Food/drink (any cost involved?)
4. Program to secretaries
5. Engraving on awards

*\*\*Applies to Winter and Spring sports as well.*

*Revised 6/11*

## **Job Description**

### **Office Assistant to Athletic Director**

The responsibilities of the Office Assistant to the Athletic Director may be summed up as assisting the Athletic Director as needed. The following responsibilities are an overview of the expectation for the position:

1. Prepare and maintain coaches' files with all proper paperwork.
2. Assist with game day preparations including, but not limited to:
  - Confirm games on game day/as directed by Athletic Director
  - Referee checks obtained from Business Administrator
  - Money box(es) for admissions/concessions obtained from Business Administrator
3. Keep current directions to games for each sport.
4. Assist with organization of Senior Night for each sport.
5. Create printed schedule of each sport/give information to website for proper posting.
6. Assist with record keeping
7. Assist with Sports Recognition Event (end of school year)
8. Media announcement regarding individual athlete/team announcements.
9. Maintain athlete files with proper paperwork.
10. Maintain uniform inventory.
11. Assist with summer mailing.
12. Create game programs as directed by Athletic Director.
13. Assist with MHSAA communications.