



Position: **Director of Athletics**

Purpose: To advance the mission of Catholic Central High School in the areas of athletics, strength training, and athletic coaching. He/She will provide an environment where coaches, students and parents can collaboratively embrace the athletic policies, traditions, and Catholic character of the school so that Catholic Central may educate young men and women to become servant leaders living a Christ-centered life.

The Director of Athletics is a 12-month position that is a direct report to the President of Catholic Central High School.

Primary Responsibilities

- Lead a mission centered vision of athletics, where the sports arena is another classroom in which students develop as servant leaders living a Christ-centered life.
- Formulate and recommend to the President objectives, plans, procedures, and programs for implementation of the athletic program.
- Educate head coaches on league policy, school rules and eligibility, MHSAA sport specific rules, hiring procedures and changes.
- Evaluate coaches and provide opportunities for professional development and formation. Involve coaches in training programs to improve.
- Develop mission-centered formation programming with each varsity program.
- Oversee the recruitment and hiring of coaches, in conjunction with the President.
- Identify the future athletic program needs of the school and develop and recommend to the President long and short- range plans for meeting them.
- Serve as Catholic Central's representative and liaison with the OK Conference and MHSAA.
- Work with coaches on scheduling all contests not scheduled by the OK Gold conference.
- Develop an athletic department budget within the parameters given by the President after consultation with the coaches.
- Represent the school regarding athletic matters with outside institutions.
- Collaborate with Assistant Principal of Academics and the Assistant Principal for Student Life to support the social and academic skills of athletes.
- Appear routinely around the school and at parent events, student social events, and athletic contests; attend local, regional, and national meetings.
- Participate as a member of the President's Leadership Team to advance programs and address problems in light of the school mission.
- Arbitrate all problems that may arise within the athletic department.
- Authorize payment of athletic department bills by the business office while making sure each coach stays within budget.
- Oversee activities of Assistant Athletic Director and Administrative Assistant.

- Work with the Director of Communications to coordinate the athletic program's website and presence on internet-based communications channels such as Facebook, Twitter and Instagram.
- Supervise the CC Athletic Boosters. Coordinate fundraising efforts with the Advancement department.
- Partner with the Diocese of Grand Rapids on GRACEAC and Catholic United athletic programs.
- Other duties as assigned.

Job Qualifications/Skills

The *Director of Athletics* shall be a person who has a dynamic personality, is organized, well rounded, engaging, technologically savvy, and assertive. Additionally, they will:

- Be committed to the spirit and principles of Catholic education. Practicing Catholic preferred.
- Possess a Bachelor's Degree; Master's degree recommended.
- Have a minimum of five years of relevant professional experience in education and/or athletics.
- Show a demonstrated track record of success in teaching and/or leadership experience.
- Be a person with excellent interpersonal skills who is able to build and maintain cooperative, supportive and friendly relationships with staff members, volunteers, parents, students and other constituents--a team player.
- Have professional experience with internet and web-based communications tools in addition to traditional communications channels.
- Possess excellent verbal communication skills.
- Demonstrate the ability to think creatively, take initiative, solve problems and manage and prioritize multiple tasks and projects while working under specific deadlines.
- Be a self-starter who thrives in a challenging, fast paced environment; is disciplined and takes personal responsibility for achieving results; be prepared to work evening and weekend hours as required.

Catholic Central High School (Grand Rapids, MI) is rich in both tradition and history. Founded in 1906 by Bishop Henry Richter and the Dominican Sisters, it is the oldest co-educational Catholic diocesan high school in the United States. It draws and benefits from a culturally diverse campus location and student body.

Check us out at: <https://grcatholiccentral.org/>

Position Start Date: July 1, 2023

Qualified candidates should submit a cover letter, professional resume to:

Jen Quint

Catholic Central High School

319 Sheldon Blvd. SE

Grand Rapids, MI 49503

E-mail: jenquint@grcatholiccentral.org

