

St. Mary Catholic School is hiring a part-time athletic director for the 2019-2020 school year. Please see below for a general outline of standards and competencies for this position.

Interested candidates, please send your cover letter and resume to Jim Baker, Principal, at [jbaker@stmarylitleton.com](mailto:jbaker@stmarylitleton.com)

The Athletic Director (AD) is supervised by and accountable to the Principal/Assistant Principal. The AD supports the Principal in adhering to the philosophy of the CSAL (Catholic School Athletic League) and in stressing the importance of good sportsmanship, academic responsibility, and Christian behavior at all times. The AD organizes and operates the Widget sport program and the CSAL program.

The AD has the following responsibilities:

1. Ensure all coaches and volunteers have completed the Archdiocese of Denver Safe Environment training, concussion, and Play Like A Champion Today trainings. Ensure the Play Like A Champion philosophy, rules, and policies are understood and followed by parents and coaches.
2. Communicate with the Principal/Assistant Principal regarding all CSAL activities, issues, and concerns.
3. Represent our school at the CSAL before-school meeting in the fall, sport scheduling meetings four times per year; receive and disseminate information from CSAL to necessary parties.
4. Model and promote good sportsmanship.
5. Register all teams and coaches on the CSAL website, notify appropriate coaches of meeting times and locations.
6. Recruit coaches for all sports and be sure all coaches have gone through the Archdiocesan Safe Environment Training, have taken the yearly online concussion course, have been through the 3 hour Play Like A Champion coach's course and the 1 hour Play Like A Champion parent's course.
7. Prepare rosters through the CSAL website and verify eligibility in accordance with CSAL guidelines.
8. Make sure all parents of players have been through the 1 hour Play Like A Champion parent's class.
9. Ensure required fees are paid to the CSAL by due dates.

10. Provide use of school/parish facilities for CSAL activities when possible including post season tournaments and any other time the league needs the gym or baseball fields.
11. Organize post-season desserts/social event for all sports. (3 per year)
12. Work with the AP to make sure eligibility guidelines are followed.
13. Be on site during all St. Mary hosted athletic events.
14. Find evaluators and put together the evaluation process (tryouts) for all sports.
15. Oversee the Athletic Department budget
16. Manage the concession stand inventory, volunteers, and receipts.
17. Make sure the gym baseball fields are prepped and ready for all games.
18. Set up team pictures for all sport seasons throughout the year.
19. Respond to parent, volunteer, school staff phone calls and emails within 24 hours.
20. Conduct parent and coach meetings before each sport season and ensure coaches have parents meetings with their team before their first game.