



# CATHOLIC CENTRAL HIGH SCHOOL

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 Principal 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 and/or Principal 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 Principal.
- Identify the future athletic program needs of the school and develop and recommend to the President and/or Principal 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 the Assistant Principal and Principal 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.
- Assure supervision at athletic events
- 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 the activities of the Athletic Department staff
- 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; a Master's degree is 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.
- Possesses 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: Immediate

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

Jen Quint

Catholic Central High School

319 Sheldon Blvd. SE

Grand Rapids, MI 49503

E-mail: [jenquint@grcatholiccentral.org](mailto:jenquint@grcatholiccentral.org)