



DIRECTOR OF ATHLETICS (Full Time Position)

Position Description

The Director of Athletics is a full-time, 12 month position that reports to the President/Head of School. He/she will serve as the managerial leader for all of the aspects of Northwest Catholic's nationally recognized, co-educational, interscholastic athletic program. The Athletic Director manages and develops an athletic program for scholar athletes that fully supports every aspect of the schools stated mission, values and graduate profile. The Director of Athletics works closely with the NWC professional staff of Directors and Deans to maintain a collaborative team atmosphere. This position requires strong organizational, logistical and managerial skills and a customer service focus. The Athletic Director sits on the President's Council, Administrative Team, Crisis Team, Plant & Facilities Committee, Student Life Committee and is the primary liaison between the school and the NWC Parents and the NWC Athletic Boosters.

Primary Duties & Responsibilities

- Administrative management and oversight for all men's and women's athletic programs, ensuring they are in line with Northwest Catholic' mission to *Educate the whole person, mind, body, spirit, and imagination. We develop leaders who faithfully serve God and others.*
- Directs and coordinates all student-athlete compliance regulations relating to the school's participation in the Connecticut Interscholastic Athletic Conference
- Assists with and insures appropriate supervision at athletic contests.
- Assists school leadership in developing handbooks, procedures, compliance and the interview and selection of all coaches for the NWC athletic program.
- Evaluate all athletic programs on an annual basis and report to school leadership.
- Complete an evaluation form and hold a conference with all coaches within three weeks after the conclusion of their sport season.
- Using the established chain of conflict resolution, mediates the resolution of problems, issues, and concerns that may arise between players, coaches, parents and the athletic programs.
- Provide professional leadership especially in the area of coach formation in light of the NWC mission, values and graduate profile.
- Set and implement strategic goals to develop the athletic programs and related policies/procedures.
- Develop, oversee and manage the annual balanced budget of the department.
- Prepare a master sports calendar that includes conference and non-conference games/events.

- Coordinate use of gymnasiums, weight room, and athletic fields and maintains “use” calendar with the Director of Operations.
- Integrate the faith and value systems of the Northwest Catholic High School curriculum into all aspects of the athletic program.
- Develop young men and women of Northwest Catholic into people of strong character and faith, working specifically with student leaders and captains.

Athletic Director - Other Responsibilities:

- Works closely with the Director of Communications to update and celebrate athletic achievement via NWC Athletics social media accounts.
- Works closely with the President & Director of Advancement to promote the program within the alumni population, including visibility and attendance at outreach events such as Athletic Hall of Fame, Annual Golf Tournament, Regional Receptions, etc.
- Works closely with Director of Admissions to promote the school to prospective families and the wider public.
- Establishes and monitors eligibility procedures for athletic participants including academic eligibility, physicals, insurance forms/waivers, and parent consents.
- Creates and publishes the athletic schedule for all sports and programs.
- Makes all necessary arrangements for home and away games including, but not limited to, securing officials, assigning ticket takers and sellers, scoreboard operation, announcers, and management of athletic trainer, away transportation
- Transportation – handles all athletic department travel.
- Collect and maintain properly completed physical cards or alternate year physical card for every student participating in athletics.
- Enforces school policies and CIAC regulations on tobacco, alcohol, and drugs.
- Creates and forms a culture of good sportsmanship, leadership, respect for teachers and adults, fair play, and academic success.
- Reports in writing all coach or player violations/removals to the Dean of Student Life and Head of School within one workday following an offense.
- Establishes written guidelines for athletic/activity awards, publishes the guidelines, make arrangements for their presentations, organize and supervise awards banquets and pep rallies.
- Checks out, collects, and maintains an athletic inventory of uniforms and equipment.
- Checks all athletic equipment and facilities in order to provide maximum safety to participants, coaches and spectators.
- Attends appropriate Athletic Director local or regional conference meetings on behalf of NWC, to include CIAC, CCC, CAAD, et al, as well as seasonal banquets.

- Maintain and manage locker rooms including supervision, assignment of lockers, distribution of locks, safety, security, and general orderliness.
- Management of the Northwest Catholic summer athletic programs

Educational Requirements:

Bachelor's Degree required. Master's in Education or a related field and State Certification is preferred.

Experience in Catholic or Private Secondary Schools is desirable

3+ years of experience and knowledge of the CT CIAC and its organization is desirable

Other Required Qualifications:

- ✓ Practicing member of a faith community
- ✓ Ability to teach an academic subject is preferred
- ✓ Adequate physical ability to navigate all areas of the physical plant and perform duties that require lifting over 20lbs of equipment.
- ✓ Able to work with school technology as needed (use of academic software, Microsoft Office, Excel, etc)
- ✓ An ability to be available for evening events and weekend supervision of athletics is required.
- ✓ An ability to serve on an emergency crisis team.

To apply, submit a current resume with three professional references and a letter of interest to the attention of:

Mrs. Karen Donohue, Administrative Assistant to the President
Northwest Catholic High School
29 Wampanoag Drive
West Hartford, CT 06117

kdonohue@nwcath.org (860) 236-4221, x.114