



JOB DESCRIPTION

Status: Assistant to the Athletic Director
Area: Athletics
Supervisor: Athletic Director

Position Description

Serves as the assistant to the Athletic Director and is responsible for the management and supervision of the program. This position collaborates closely with the Athletic Director as well as the mentors from various organizations that assist the team. This position reports to the Athletic Director.

Duties and Responsibilities:

- ❖ Attend planning, preparation, and orientation meetings.
- ❖ Manage and supervise games, in addition to practices.
- ❖ Facilitate the collaboration of students with and without special needs to foster a community of inclusion and respect.
- ❖ Embody values of faith, respect, diverse community, leadership and service and education of the whole person.
- ❖ Treat members of the campus community with fairness, dignity, and respect - seeking a spirit of unity and harmony to achieve a common mission.
- ❖ All other duties as assigned by the Athletic Director.
- ❖ Can use Athletic Websites and social media.
- ❖ Basic knowledge of Athletics.
- ❖ Ability to use approved First Aid, CPR, and AED skills through yearly certification program through American Heart Association
- ❖ Interacts with the Head Athletic Trainer of Northwest Catholic, team and family physicians, student athletes, and their parents following an injury
- ❖ Ensures that a student-athlete is cleared by medical personnel before returning to practice or competition
- ❖ Ability to communicate with students, parents, coaches, and administrators.

Other Required Qualifications:

- ❖ Adequate physical ability to navigate our campus and travel
- ❖ Ability to lift 10-20 lbs
- ❖ Ability to manage software and technology (Microsoft office)
- ❖ This is a part-time, ten month, student activities position. The ability to be available for evening events may be required.

To apply, submit a current resume and a letter of interest to the attention of:
Northwest Catholic High School
29 Wampanoag Drive, West Hartford, CT 06117
employment@nwcath.org