



## Assistant Athletic Director

### Job Description

#### *Mission Statement:*

*East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.*

**The Assistant Athletic Director supports the Athletic Director in overseeing the operation of East Catholic's athletic programs. The Assistant Athletic Director is responsible for seeing that high standards of professionalism, communication, and organization are maintained within the department.**

#### Overview of Responsibilities:

- Works with Athletic Director to implement the athletic policies and programs of the school.
- Helps the Athletic Director coordinate all events of the athletic program.
- Enforces all Central Connecticut Conference and CIAC policies relating to conduct of athletes and participation in athletics.

#### Major Responsibilities:

- Manage information sharing using the Athletic Department's social media accounts to advertise events, results, and accomplishments of the Department and participants (athletes and coaches).
- Responsible for inputting and modification of team, rosters, game schedules, tournament entry fees and forms.
- To assist Athletic Director with onboarding of new coaches, contracts, Virtus compliancy, fingerprints, First Aid/CPR, tax forms and I-9 collection), and ongoing compliance and certification requirements for all coaches.
- Collect, from coaches, seasonal individual award winners: order trophies; Varsity, Athletic, All-Conference, and Academic All-Conference certificates; senior awards; special recognition, National Letter of Intent signing and other ceremonies.
- Organize and arrange team and individual photos for the Athletic Department website and yearbook.
- Assist Athletic Director in organizing and supervising the gates, parking, seating, crowd control when asked by the Athletic Director.
- Attend home contests as necessary and/or when needed.
- Organize and assist in running the Athletic Department's "Captains' Council" sessions.
- Periodically produce or share educational materials with coaches, and compliance and rule updates.

General Responsibilities:

- To assist the Athletic Director to assure that practices, games, matches, etc. are all conducted with concern for the safety of student athletes and spectators.
- Responsible for communications to parents, students, faculty, upcoming events.
- To assist in supervising and evaluating all coaches and other personnel involved in the athletic program at all levels.
- To oversee and approve, along with the Athletic Director, the eligibility of all student athletes including physical examinations and transfer students required paperwork.
- Update and review athletic policies and make changes as necessary.
- Schedule and coordinate our transportation schedule of our bus/van fleet.
- Summer Camp website utilization and registration.

Additional Information:

- Applicant should have a B.S. degree minimum, and one year of relevant experience in coaching and administration/organization of athletic programs.
- Position is a part-time (25 hours per week).
- Hourly wage (based on experience) between \$21-\$23 per hour.
- Please send resume and cover letter to Jon Dahlquist, Dean of Wellness & Athletics, at [dahlquistj@echs.com](mailto:dahlquistj@echs.com)