



**BENILDE-ST. MARGARET'S
SCHOOL
Job Description**

Title: Director of Athletics & Activities	Incumbent(s)
Department Co-Curriculars	Reports to (Title) Senior High Principal
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	Schedule: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> %
<p>Position overview:</p> <p>The Director of Athletics and Activities is responsible for the development, organization, administration, coordination, and supervision of the athletic & activities programs at BSM. This includes hiring of coaches, advisers, and staff, ordering equipment for teams, promoting events, matches, and meets. BSM has a robust co-curricular program with over 60 co-curriculars in a variety of sports, clubs, and academic areas.</p> <p>This position also serves as a brand ambassador of BSM to area schools and league organizations as well as to potential students & families. The director of athletics & activities is expected to regularly attend events to ensure smooth operation and provide a positive experience to BSM families and visitors. In addition, this position is expected to attend and coordinate coaches to participate in open house events to showcase the athletic & activities available to potential students.</p>	
<p>Responsibilities to BSM as a Catholic School:</p> <p>Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church. All employees should support in word and action the mission and philosophy of the school.</p>	
<p>Planning:</p> <ol style="list-style-type: none"> 1. Determine sports/activities/teams offered based upon student interest and budgetary allotment. 2. Hire personnel to coach/advise the various sports/activities. 3. Arrange and secure proper facilities for all co-curricular activities. 4. Work with CFO to manage funding needs. 5. Work with administration and heads of programs to develop and shape athletic/activity policies. 6. Be visionary in planning of the athletic programs, identifying shifts in student interests and adapting the sports offerings accordingly in consultation with finance and administration that are also in alignment with strategic goals of the school. 7. Have plans/procedures and confirm budget available for any sectional/championship or tournament play. 8. Set-up and oversight for all athletic team registration. 9. Verify eligibility lists. 10. Provide students with eligibility and athletic regulations. 11. Work closely with student deans, concerning student eligibility matters. 12. Manage budget and activities related to summer camps – sign up, scheduling and compensation. 13. BSM representative to the MSHSL, knowledge and enforcement of MSHSL Bylaws and Policies. 	



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Games/Event Management Ensure the completion of items necessary for games/matches by self or delegation to your direct reports the following:

1. Schedule all games for all levels.
2. Contract officials.
3. Check scoreboard and arrange for operating personnel.
4. Arrange for announcers.
5. Hire and train ticket takers and sellers.
6. Arrange for supervision (and if necessary policing) of athletic/activity events.
7. Arrange for emergency and injury response teams.
8. Work to ensure athletic trainer on hand when necessary – manage relationship with medical provider of athletic trainer.
9. Promote athletic/activity events.
10. Prepare and print game programs.
11. Arrange for concessions supplies and workers.
12. Personally supervise home contests.
13. Act as section manager for several conference sports/activities. Host the section meets at Benilde-St. Margaret's, organizing workers and doing the paperwork that accompanies site manager duties.
14. Help manage student behavior at home athletics and activities.
15. Arrange for transportation to athletic contests.

Budgeting & Fiscal Review:

1. Prepare and administer the athletic/activities budget.
2. Authorize all athletic expenditures.
3. Approve all purchases of athletic/activity equipment.
4. Establish admission prices.
5. Draw up contracts for athletic/activity contests.
6. Seek sources of funding for athletic activity programs.
7. Supervise all account and records of fiscal matters.
8. Negotiate vendor contracts (streaming, athletic website, athletic trainer).
9. Supervise and manage with head coaches, booster/trust accounts (non-budget team accounts).

Staffing and Personnel Management:

1. Identify, recruit, and negotiate compensation of coaches & advisors for all athletics and activities teams.
2. Recommend the employment of athletic/activity staff, provide development, discipline & performance evaluations & pay change requests as necessary.
3. Provide support to ensure coaches/advisors of athletics and activities meet Safe Environment standards.
4. Evaluate coaches, encourage them to attend clinics and development of skills.
5. Encourage coaches, address/resolve any disciplinary or conflict issues that arise.



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6. Plan and conduct coaches' meetings, ensuring coaches are informed and comply with league and school policies and procedures.
7. Prepare discipline policy (Athletic Handbook).

Facilities and Equipment

1. Develop policies for inventory, use, care, and replacement of equipment and/or facilities.
2. Supervise preparation of facility for athletics and activities.
3. Check equipment for repairs and safety.
4. Secure facilities and equipment and maintain equipment inventory summary.
5. Schedule use of facilities.
6. Supervise facility maintenance with cooperation of the facilities director/manager.

Public Relations:

1. Serve as a brand ambassador to existing and potential students and families, area schools & competitors, and visitors to BSM events.
2. Plan publicity activities with marketing and communications director to promote BSM athletics and activities.
3. Work with the admissions department to give candidate families highlights of athletics and activities at Open Houses. This may include having select coaches available at events or making contacts with prospective student families as part of the admissions process.
4. Represent athletic department to education, civic and other groups.
5. Provide schedules and information to the media.
6. Provide hospitality to visiting teams and officials.
7. Serve on faculty committees.
8. Attend conference meetings.
9. Promote activities designed to foster school spirit among students and athletic teams.

Transportation:

1. Oversee transportation coordinator for student bussing. Bussing responsibilities include management of third-party bussing companies for regular student day routes and bussing to and from co-curriculars.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school's administration may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.



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Interpersonal skills

1. Strong positive verbal and written communication skills.
2. Professional, approachable, and friendly.
3. Respectful of others.
4. High level of integrity.
5. Efficient and well organized.
6. Ability to work independently with little supervision.
7. Ability to handle difficult situations with tact and diplomacy.
8. Patient and calm demeanor under pressure.

Education / Experience (Minimum Required)

1. Experience working in educational setting as Athletic Director/Assistant 5 years (minimum)
2. Bachelor's Degree (minimum), Master's Degree in Educational Administration (preferred)
3. Coaching experience

Numbers and Job Titles Reporting Directly to This Position:

Assistant Athletic & Activities Director – 1

Transportation Director & Athletics Admin Assistant – 1

Coaches / Advisors – approximately 200, primary interactions with head coaches

Employee

Supervisor

Date

Date



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Job Demands and Conditions Analysis

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

O = Occasional, less than 1 time per week
S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time
C = Consistent, more than 2/3rds of the time
Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting				X	Works alone	X			
Standing		X			Works with others				X
Walking		X			Customers contact			X	
Lifting	X				Shift work	X			
Carrying	X				Extended day	X			
Pushing	X				Cold				
Bending at waist	X				Heat				
Twisting upper body		X			Temperature changes				
Climbing		X			Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise	X			
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials	X			
Vision acuity - near				X	Fumes	X			
Vision acuity - far				X	Odors	X			
Depth perception				X	Dusts	X			
Field of vision			X		Mists	X			
Color vision			X		Gases	X			
Driving	X				Poor ventilation				
Other					Other				