



## CRISTO REY

PHILADELPHIA  
HIGH SCHOOL

### **Assistant Athletic Director**

Cristo Rey Philadelphia is seeking an individual for the role of Assistant Athletic Director who is detail oriented, a self-starter, and has exceptional communication skills. This will be a 10 month position and the individual will be a member of the Athletic Department. This position will play an integral role at the school in assisting the Athletic Director in day to day operations and management. This position will report to the Athletic Director and will be a member of the Student Life department.

#### **Basic Responsibilities:**

*The Assistant Athletic Director oversees day-to-day operations of the athletic program under the direct supervision of the Director of Athletics.*

- Game Schedule Confirmations and Management, including weather related concerns and cancellations
- Officials Confirmed/Checks
- Organizing required transportation
- Collect & Maintain Athletic Permission Waivers & Physicals
- Communication with referee & trainer assignors regarding home contests and any updates/changes
- Distribute bi-weekly athletic schedules to coaches, administrators, assignors etc.
- Assist with planning and organizing seasonal athletic banquets, senior nights and other athletic events.
- Setup for all Game Competitions and Game Operations.
- Assist in supervision at home athletic contests - nights, weekends & holidays.
- Manage team equipment, uniform & apparel inventory.
- Maintain Team Rosters
- DNP list monitoring and communication.
- Meet weekly with Athletic Director
- Maintain a presence at admissions events
- Additional duties as assigned by the Director of Athletics.

#### **Requirements for Success:**

- Understands and supports the mission of the school
- Sociable and welcoming demeanor
- Administrative experience
- Basic skills in Excel and database entry
- Focused and detail-oriented
- Excellent communication skills
- Self-starter and enjoys interacting with people
- Comfortable in a flexible and sometimes “busy” work environment
- Willing to do “whatever it takes” for the success of the student-athletes

**Other:**

- Location: 1717 W. Allegheny Ave., Philadelphia, PA 19132
- Salary based on candidate's experience

**Application Process:**

- Submit one PDF containing the following documents to [jointheteam@crphs.org](mailto:jointheteam@crphs.org):
  - Cover letter
  - Resume
  - Three professional references

**About Cristo Rey Philadelphia High School**

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good.

The school welcomed its first class in August 2012 and now serves approximately 550 students. For seven years, Cristo Rey was located in the Logan neighborhood of North Philadelphia. At the start of the 2019 school year Cristo Rey moved to a brand-new home in the Allegheny section of the city, remaining committed to serving families from under-resourced communities across the greater Philadelphia and Camden areas. The school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students, who start out between two and three grade levels behind academically, for college. The faculty's collective goal for every student is not simply high school graduation or college acceptance but college graduation. It is the faculty's primary responsibility and challenging mission to prepare every Cristo Rey Philadelphia student to be successful in college.

All students enrolled in the school participate in a unique corporate Work-Study Program through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Work-Study Program gives students the opportunity to build core skills that will help them succeed in college and the modern workplace. Each student works five full days per month in an entry-level job in a professional work environment. The objective of these jobs is to reinforce the capabilities — reading comprehension, mathematics, discipline, persistence, and a strong work ethic — that students need to be successful in college and career, as well as to provide students with opportunities for development of one's self-esteem and exposure to a professional corporate culture. The money earned through the students' work goes directly to the school to cover a significant portion of the cost of their education.

The school is endorsed by the Oblates of St. Francis de Sales and the Sisters, Servants of the Immaculate Heart of Mary, and the Augustinian Province of St. Thomas of Villanova. Cristo Rey Philadelphia is the 25<sup>th</sup> school in the national Cristo Rey Network. Network schools have established a tremendous record of success preparing students for success in college and in life.