

- Job Title:** Athletics Operations Coordinator
- Reports To:** Athletic Director
- Classification:** Non-Exempt Hourly / Full-Time / Year Round
- Schedule:** Regular schedule Monday-Friday, 1pm-9:30pm. Hours may vary to accommodate Athletic events and activities as needed, including occasional weekend work.

## Job Summary

This position is responsible for overseeing and managing many aspects of La Salle athletic contests, ensuring a safe and enjoyable experience for athletes, coaches, and spectators. Additionally, the role involves monitoring the campus and facilities with a focus on student safety, athletic facilities and school security.

## Key Responsibilities

- **Event Management:** Coordinate and oversee the setup, execution, and breakdown of athletic events, ensuring all logistical aspects are handled efficiently.
- **Athletic Facility Oversight:** Monitor and maintain athletic facilities, ensuring they are safe, clean, and ready for use. Address any maintenance issues promptly. Coordinate facility maintenance and repairs with outside vendors as necessary.
- **Collaboration:** Work closely with coaches, officials, volunteers and other staff to ensure smooth operation of athletic programs and events, in compliance with school policies, league rules, and safety regulations.
- **Equipment Management:** Ensure all athletic equipment is properly maintained, stored, and available for use during events and practices. Includes vehicle maintenance and oversight.
- **Safety and Security:** Implement and enforce safety protocols for athletes, coaches, and spectators. Monitor campus and facility security, addressing any concerns or incidents.
- **Communication:** Serve as a point of contact for event-related inquiries and issues, providing clear and timely information to all stakeholders.

## Qualifications:

- High school diploma or equivalent.
- Experience in sports management or related fields preferred.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.

- Ability to work independently and as part of a team.
- First aid and CPR certification preferred.
- Must possess a valid driver's license to oversee vehicle maintenance and the fleet program.

## **Physical Requirements**

- Ability to stand, walk, and sit for extended periods.
- Ability to work in various weather conditions.
- Ability to lift and carry heavy objects.
- Frequent physical activities include walking long distances, standing for prolonged periods, using hands and fingers to operate tools and equipment, climbing ladders, stooping, bending, and lifting.
- Lifting equipment generally weighs less than 20 pounds, but occasionally, objects and materials weighing between 50 and 100 pounds must be lifted or maneuvered.
- Daily movement throughout the campus is required to perform maintenance duties and inspect general facility conditions.

## **Application Process**

Please send your cover letter and resume to Melanie McCaffrey at [mmccaffrey@lsprep.org](mailto:mmccaffrey@lsprep.org).

## **Organizational Summary**

### **Mission**

Inspired by St. John Baptist de La Salle, La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

### **Equity Statement**

Guided by our Lasallian Catholic mission and core belief in God's presence in all things, La Salle Catholic College Preparatory commits to equity, inclusion, diversity, and justice. [View our full equity statement here.](#)