

Tri-Cities Preparatory High School, the only Catholic high school in the Tri-Cities, is seeking a mission-driven Athletic Director to lead and manage our interscholastic athletic program. This full-time position offers the opportunity to work with student-athletes, coaches, and school leadership to foster a culture of competitive excellence, strong character, and faithful witness to Catholic values.

Position Overview

The Athletic Director oversees all aspects of the school's athletic programs, including coaching staff supervision, scheduling, event management, facilities coordination, budget oversight, compliance with WIAA and league regulations, and student-athlete development. The Athletic Director works closely with the President, faculty, staff, and coaches to ensure athletics support the mission and academic priorities of the school.

Responsibilities Include

- Recruit, supervise, mentor, and evaluate coaches
- Coordinate athletic schedules, transportation, and home contests
- Ensure compliance with WIAA, league, and school policies
- Oversee athletic facilities and equipment needs
- Manage the athletic department budget
- Support student-athlete academic eligibility and character development
- Coordinate athletic awards and recognition
- Attend league, district, and school leadership meetings

Qualifications

- Experience/Training with a variety of sports with a preference for having coached at the high school level
- Bachelor's degree in education, or in a field related to athletics
- Strong leadership, organizational, and communication skills
- Commitment to supporting the mission and Catholic values of Tri-Cities Prep

Salary & Benefits

- Full-time, 12-month position
- Salary, \$65,000-\$90,000 - commensurate with experience
- Competitive benefits package available

To Apply

Please submit a cover letter, resume, and references to:

Scott McNamee, President

smcnamee@tcrep.org

Tri-Cities Preparatory High School

Pasco, WA