



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

Position: Athletics Director and Facilities Management

Report to: Principal

The Athletics Director and Facilities Management is a key member of the Principal's leadership team and works closely with the Principal and Assistant Principal to oversee CRAJ's athletics program and extracurricular activities. The Athletics Director and Facilities Management oversees all sports and clubs and provides support and direction to all coaches and club moderators.

Responsibilities:

General:

- Has appropriate understanding of CRAJ policies as outlined in the current Parent-Student Handbook and Employee Manual
- Supports the mission of CRAJ and academic policies of the school
- Collaborates with other departments at the school, including Corporate Work Study, Admissions, Finance, and Human Resources, to implement CRAJ's athletics and extracurricular activities
- Manages eligibility policy for athletics and extracurricular activities
- Other duties, as assigned by the Principal or Assistant Principal

Athletics:

- Nurtures an environment of fair play and good sportsmanship
- Completes Teach Like a Champion program and models Jesuit Grad at Grad values
- Ensures compliance with Title IX and GISA regulations
- Confirms coaches comply with GISA policies and state and federal law
- Confirms coaches complete in-service programs and CPR and concussion certification
- Confirms safe environment requirements for all coaches, including community coaches and adult volunteers

- Maintains frequent and efficient communication with all coaches
- Assists in preparing athletics budget
- Orders and maintains inventory of athletic materials, supplies, and uniforms
- Inspects gym and other areas associated with athletics and suggests to administration any repairs/improvements
- Works with gym director to implement safety protocols and schedule gym for athletics events
- Works with the CRAJ administration and counseling department regarding collegiate recruitment of student-athletes and NCAA eligibility requirements
- Attends GISA athletics meetings and other gatherings, as necessary
- Arranges transportation for all offsite athletics practices and events
- Schedules athletic competitions
- Is responsible for home athletics events, including concessions

Student Activities:

- Maintains frequent and effective communication with club moderators
- Ensures that club moderators are following CRAJ policies as outlined in the current Parent-Student Handbook and elsewhere
- Tracks club meetings and student participation in activities
- Is responsible for clubs' budget and fundraising
- Arranges transportation for offsite extracurricular events
- Confirms with Finance Office the stipend for club moderators

Qualifications:

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta's team. In addition, applicants should meet or exceed the following requirements:

- Successful completion of Bachelor's degree
- Prior experience in athletic administration preferred
- Excellent oral and writing communication
- High degree of organizational skills, responsibility, and confidentiality
- Track record of working well independently and with others in a fast-paced environment
- Ability to supervise, train, and monitor coaches, volunteers, and moderators

- Self-motivated and able to multi-task
- Ability to work with students and adults
- Represent in a positive way CRAJ to other schools and the community
- Valid driver's license; some travel required
- Ability to drive teams and clubs (includes a clean Motor Vehicle Record)
- Fluency in Spanish preferred

Apply:

To apply, submit the following items to Human Resources Manager at hr@crstoreyatlanta.org. Please include the position in the subject line.

- Resume
- Cover letter

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment