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**Position:** Assistant Director of Athletics

**Position Summary:** The Assistant Director of Athletics supports daily athletic office operations through administrative oversight, including team programming and event coordination. This role works closely with coaches, faculty, staff, students, parents, and guardians to cultivate a positive and inclusive environment that promotes sportsmanship, teamwork, and excellence across all athletic programs.

We are a private Catholic school rooted in the Holy Cross tradition. Our Holy Cross values are essential to our identity and philosophy of educating the hearts as well as the minds of our students. We celebrate diversity, value each person, and welcome one another with the hospitality of Christ. Our Holy Cross educators nurture student achievement and growth through collaborative planning and execution of curricula and encourage an expectation of lifelong learning.

**Position Responsibilities**

- Monitor student-athlete academic progress and eligibility, including physical forms.
- Assist with budget planning and financial oversight, including purchasing supplies, equipment, and uniforms for high school athletic teams.
- Coordinate coverage for home athletic events for all high school sports.
- Support compliance with OHSAA or other governing bodies.
- Assist the medical staff with medical clearance forms for the student-athletes.
- Assist in the selection, assignment, and evaluation of coaches and volunteer coaches.
- Coordinate team travel and scheduling.
- Collaborate with coaches on program development.
- Collaborate with the communications office regarding the publication of athletic information.
- Coordinate annual parent athletic meetings per season to review athletic program information and expectations, and the athletic handbook.
- Coordinate preseason coaching meetings.
- Support signing day ceremonies.
- Maintain athletic handbook.
- Assist with end-of-season banquets, order academic awards, and varsity letters.
- Other duties as assigned.

**Position Requirements**

- Bachelor's degree required.
- Coaching experience preferred.
- Experience working in a school environment is preferred.
- Experience with budgeting and ordering systems preferred.
- Proficient in Google applications (email, Docs, Drive), with the ability to learn other systems.
- Availability to work non-traditional hours, including weekends.
- Ability to maintain confidential information.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. Have attended or are willing to attend a VIRTUS Protecting God's Children training.

**Benefits & Salary:**

- In support of our employees and their families, we offer a comprehensive benefits package that includes medical, dental, vision, employer paid life insurance, employee assistance programs, generous sick, personal and vacation paid time, 401k match and additional employer contribution, fitness center, Hoban store discounts, and year-long spiritual engagement opportunities.
- Compensation is commensurate with experience. This position is a full-time, 12-month salaried position.
- Anticipated start date is June 1, 2026.

**We invite qualified candidates to complete our online application and to include a letter of interest and resume at [www.hoban.org](http://www.hoban.org) by April 30, 2026.**