

**St. Mary's Academy
Employment Posting for Administration**

Job Position: Assistant Athletic Director

St. Mary's Academy Overview:

St. Mary's Academy is Denver's premier independent, Catholic, coeducational Preschool to Grade 8, and all-girls High School established in 1864 by the Sisters of Loretto. We are a forward-thinking educational leader focused on values-based, purpose-driven education with rigorous academics, integrated service learning, outstanding faculty, and a commitment to individualized attention and developing the whole student.

St. Mary's Academy is an inclusive community that welcomes students of every culture, religious tradition, and economic background. We emphasize understanding and appreciation of different perspectives. We focus on respect and how we treat each other, and on loving inclusively and with unconditional compassion. This allows for a deeper understanding of others and of one's own convictions in an increasingly complex, multicultural, and multi-religious world. Our Loretto School Values of faith, community, justice, and respect guide us in our work.

St. Mary's Academy is an extraordinary place, and we are seeking an Assistant Director of Athletics to help us achieve our mission. SMA has a rich tradition of success in competitive sports at the Lower, Middle, and High Schools. A strong parent support community, commitment to ensure state-of-the-art facilities through capital and campus-improvement campaigns, and reimaged Lower and Middle School programs are all recent hallmarks of successful athletic initiatives.

Job Description:

St. Mary's Academy is seeking an Assistant Athletic Director to help spearhead the transformation of our K-12 athletics program. The ideal candidate inspires innovative ideas and brings strong knowledge of and experience with the varied facets of managing lower, middle, and high school athletic programs. This role serves as a liaison, working with institutional departments, lower, middle, and high school opponents, league officials, and the community stakeholders. This is a full-time, 12-month, exempt position that reports to the Athletic Director.

Major Duties and Responsibilities:

- Responsible for developing and overseeing lower and middle school athletic programs;
- Ability to interact with and amicably solve challenging situations with coaches, parents, and student-athletes;
- Help to strengthen and build strong co-educational lower and middle school feeder teams to high school programs;
- In partnership with the SMA communication department, create robust communication streams to include newsletters, social media, parent updates, website updates, etc.;
- Support and guide coaches in tryouts, inventory, parent meetings, feedback, and awards ceremonies;
- Recruit, evaluate, and actively retain top-tier coaches;
- Oversight of athletic facilities needs;

- Management of uniform and equipment needs;
- Coordinate resources to ensure the seamless flow of Academy gameday set-up and clean-up;
- Oversight of Strength and Conditioning Programs
- Develop Athletic Summer Camps and Clinics;
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy.

All administrators are also responsible for a variety of duties and tasks throughout the day, including administrative duties and oversight of games in the evenings; the athletic director will make these assignments and share them with faculty. These tasks and assignments change as the community's needs are determined.

Qualifications/Requirements:

Education and qualifications should include the following:

- Hold a degree in Sports Administration or a related field
- Demonstrate a proven track record of success in teaching, coaching, and/or educational administration
- Possess exceptional communication and interpersonal skills
- Demonstrate the ability to multitask, work under pressure, and consistently meet deadlines
- Proficient in Google Suite, Social Media web platforms
- Ability to contribute positively to the athletic department and embody a team-oriented attitude
- A sense of resonance with the St. Mary's Academy mission

Salary/Benefits:

The salary range for this full-time, 12-month, exempt position is \$70,000-\$80,000. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Morgan Stevens, Administrative Assistant to the Athletic Director, at mstevens@smanet.org. This posting will close on May 6, 2026.