

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

Job Position: Athletic Assistant

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking an energetic, organized, and student-centered Athletic Assistant to support the daily operations of the Athletic Department. This position plays a key role in ensuring athletic events, practices, and game days run smoothly while helping foster a positive and spirited student-athlete experience across grades K-12.

The ideal candidate is a collaborative "boots on the ground" professional who thrives in a fast-paced environment, takes initiative, brings creative ideas to the department, and confidently takes ownership of projects from concept through execution. This role also offers flexibility to leverage individual talents and strengths in support of the department's evolving needs and initiatives.

This is a full-time, exempt position reporting to the Athletic Director. The position spans from August 1, 2026 – June 4, 2027.

Major Duties and Responsibilities:

- Serve as a key operational support for the Athletic Department, helping ensure the seamless execution of practices, competitions, tournaments, and special athletic events;
- Coordinate and assist with game day operations including set-up, clean-up, hospitality, crowd flow, signage, equipment preparation, and event support;
- Develop, implement, and lead engaging game day promotions and student spirit initiatives that enhance community involvement and school pride;

- Take initiative in identifying opportunities to improve athletic operations, student engagement, and overall game day experience;
- Independently manage projects and special initiatives assigned by the Athletic Director, bringing ideas to execution with minimal oversight;
- Maintain accurate inventory records for athletic equipment, uniforms, and supplies, including distribution, collection, organization, and replacement tracking;
- Assist with transportation logistics, including scheduling buses and coordinating travel details for teams and coaches;
- Provide day-to-day support to coaches, student-athletes, and athletic staff as needed, including substitute coverage and operational assistance;
- Support the development and coordination of lower school and middle school feeder athletic opportunities as assigned;
- Demonstrate flexibility and adaptability by contributing individual skills and talents to support departmental goals and special projects;
- Positively represent St. Mary's Academy at athletic events and within the broader school community;
- Adhere to and support the mission and values of St. Mary's Academy.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree preferred;
- Experience working in athletics, education, event operations, or youth programs preferred;
- Strong organizational, communication, and interpersonal skills;
- Demonstrated ability to take initiative, think creatively, and manage projects independently;
- Ability to multitask and adapt in a dynamic environment;
- Enthusiastic, dependable, and student-centered approach;
- Willingness to work evenings and occasional weekends based on athletic schedules;

Salary/Benefits:

The salary range for this full-time, 10.5-month, exempt position is \$55,000 - \$58,000. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development. This position is not eligible to serve as SMA coach during the academic year, but is eligible to apply for summer camp positions.

How to Apply:

Interested candidates should send a cover letter and resume to Morgan Stevens, Administrative Assistant to the Athletics Department, at mstevens@smanet.org.