



Victory Christian Academy

Athletic Director Job Description

*The athletic director must be a born-again Christian who feels they have the skills and passion to serve in a leadership role that involves students, coaches and parents. This position involves being in charge of all sports for the school (elementary through high school) and this person should have ownership of VCA athletics/ be the **champion** of sports at VCA.*

Job Duties Include:

- Attend Athletic Director meetings for CMC & MSSSL
- Assist with making sure all league fees and paperwork are paid and filed
- Help identify coaches and look to hire them with the school administration. Fingerprints, CPR & First Aid training completed, concussion class, others, sign volunteer agreements
- Maintain CIF high school student paperwork (physicals, concussions, ejection policy, VCA student & parent agreements, etc.)
- Create schedules for each sport, adjust games as needed, add games where needed, put games into FACTS school calendar, put sports on MaxPreps
- Set up, take down, and attendance at all home sporting events, rules for each sport available at the sporting event, first aid kits and ice readily available, be the administrator on site or, in some cases, arrange for someone else on staff/board to do so.

Examples:

- Flag football: Paint field (1 hour) Set up field (20 minutes)- *tear down afterwards, lock up gates, gym lobby, etc.*
 - Volleyball: make sure net is set in gym, bleachers out, scoring table out with chairs & scorebooks- *tear down afterwards, lock up gym doors, locker rooms, gym lobby, etc.*
 - Basketball: lower backboards/hoops, make sure unused ones are left raised up, bleachers out, scoring table out with chairs & scorebooks- *tear down afterwards, lock up gym doors, locker rooms, gym lobby, etc.*
 - Tennis: make sure courts are available for the season (RVMS), that coach has equipment needed for each match (tennis balls, score flip signs, etc.)
- Coordinate staffing for scorers table, and line judges, etc.
 - Coordinate having refs at all home games, check in with them before game, make sure they receive payment

- Work with school administration for health/safety policies to cancel games or practices
- Help with rounding up students to play sports at VCA (lunch meetings, chapel announcements, etc.)
- Making sure the gate is staffed and set up to collect entrance fees
- Manage all sporting equipment needs including uniforms
- Support and training for coaches
- Coordinate senior nights for each high school sport, together with coaches
- Meeting with parents, players and coaches before each sport season (Fall, Winter, Spring)
- Work to make sure parents know early pick up procedures and paperwork required to allow for this
- Work with coaches for appropriate early release times for away games, notify administration prior to day of for players needing early release
- Work with coaches to help them be good at communicating with parents and players. Use Remind app or Game changer app, etc.
- Coordinate sports schedules with school calendar of events to avoid conflicts where possible
- Man athletics table at welcome night and back to school nights
- Create and present athletic awards at end of year