



## **Rainier Christian Schools**

### **Athletic Director**

**Status: Full Time**

#### **JOB DESCRIPTION:**

Athletic Director Rainier Christian Schools, an independent Christian school in Auburn, WA, is seeking an exceptional individual to assume the role of athletics director. The primary purpose of the position is to oversee, plan and direct all athletic activities for the school, as well as dynamic leadership, vision, and direction for campus-wide athletics at both the high school and middle school levels.

#### **RESPONSIBILITIES:**

- Act as a role model of professionalism in a Christian environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors, President, and Administrators.
- Insure the health, safety and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attend faculty and administrative meetings as needed.

#### **DUTIES:**

- Responsible for ensuring the health and safety of all students in the athletic program.
- Develop, organize, supervise and evaluate the school's athletic programs.
- Represent Rainier Christian Schools to the Seatac League and at various state, regional and national athletic associations.
- Schedule athletic contests and secure game officials.
- Arranges transportation for all away high school contests.
- Attract, hire and supervise qualified coaching staff for all athletic programs, ensuring that they are performing their duties at the highest level of professionalism.
- Ensure that all coaching staff have required current CPR, first aid, concussion protocol training and certifications.
- Develop and provide appropriate training guidelines and materials for coaching staff, ensuring that coaches are properly trained in all organizational and philosophical aspects of the athletic program.
- Plan, coordinate and oversee all school athletic activities including, but not limited to, team sports, summer athletic camps, awards ceremonies, and other athletic events that the school holds.
- Supervises high school athletic contests and acts as the host to officials and visiting schools. Oversees the supervision of contest employees and volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed.

- Supervises and is responsible of preparation for home contests.
- Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs.
- Create a safe classroom environment that is conducive to learning and appropriate for the intellectual, emotional, physical and social growth of each student.
- Ensure that the coaching is modified for multiple levels of physical and academic ability and previous experience of students.
- Maintain and supervise driving log and maintenance record for two Shuttle Busses.
- Maintain and revise the coaches' manual each year and set up appropriate meetings with the coaches to review the information and standards in detail.
- Maintain student health records in the Athletic office, ensuring that required information is disseminated to all coaching staff as required.
- Coordinate and disseminate information regarding athletic practices, contests and activities to school personnel, students and parents as needed.
- Secure appropriate forms and payments from athletic participants.
- Purchase and maintain inventory of all athletic equipment.
- Oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- Ensure that school grounds meet athletic needs and the proper maintenance and security of all athletic equipment and athletic facilities, fields and courts.
- Coordinate awards activities for all team sports; purchasing awards and team sports photos.
- Maintain and post records of team and individual athletic accomplishments for the promotion, publication, and recognition of athletic programs.
- Prepare, submit, and administer a budget each year to fund the athletic programs of the school.
- Perform other duties as assigned by the President of the School.

**MINIMUM REQUIREMENTS:**

- Two years progressive experience in Athletics
- Experience coaching high school age athletes in a variety of sports activities
- Ability to develop, organize and implement programs.
- Outstanding interpersonal skills with a strong customer service focus (internal and external)
- Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school
- Highly ethical team player
- High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruption
- Available to work evenings and weekends when necessary.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District. Each staff member shall serve as a role model for students in how to conduct themselves as Christians and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of biblical principles and values as outlined in the employee handbook.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** Work is performed primarily in a standard office and gymnasium setting. **Physical:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, lift, carry, push, pull, stoop, kneel, crouch, see, hear and use their hands for fine and gross motor functions.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**TERMS OF EMPLOYMENT:**

**Reports to:** President of School

Contract beginning August 1 ending June 30<sup>th</sup>.

This is a full time, salaried exempt position. Salary range is commensurate with experience and education. Please send cover letter, resume, and references to the Director of Human Resources, Sigrid Jones; Sigrid.jones@rainierchristian.org.