



Athletic Director Job Description

Tri-State Christian School is seeking a part time Athletic Director, approximately 15 hours per week. This position begins summer of 2024 and runs concurrent with the 2024-25 school year.

The athletic director is responsible for developing the TSCS athletic program which promotes athletic, spiritual, and social growth of players and coaches. The AD shows a high degree of professionalism and responsibility in the fulfillment of his/her duties. The athletic director inspires student athletes to live out their Christian faith in competition and in life in ways that are consistent with the mission of the school.

Interested applicants should email their resumes and testimonies to Mrs. Amy Rush (arush@tscs.org).

Job Duties

- Professionally and effectively work with the school administrator, coaches, students, parents, and the community
- Continually enhance the spiritual discipleship of student athletes
- Commit to the growth of the sports program and overall excellence of high school athletics
- Recommend qualified personnel to administration to staff coaching positions and intentionally onboard new coaches to create clear expectations
- Manage and balance the school athletic department budget
- Create positive relationships with other schools to effectively schedule games, tournaments, and other athletic events
- Equitably schedule practice times and facilities
- Respond to department challenges or concerns promptly
- Use effective verbal and written communication
- Provide a framework for the effective evaluation of all coaches
- Conduct preseason coach and parent meetings
- Coordinate all aspects of sports information (e.g., online, social media, local press) in conjunction with the communications manager and the head of school
- Direct the setup, management, and post-event procedures for all athletic contests
- Confirming all contests and game officials prior to the event
- Handling game receipts and officials' payments
- Coordinate volunteers to supply and run concessions, to collect admission fees, to keep score, to maintain stats book, etc
- Collect and maintain all athletic records, including team records, individual records, letters and awards, etc.
- Coordinate team transportation for games and tournaments
- Oversee the development of the practice schedule of each sport
- Ensure proper care of uniforms and equipment is maintained
- Attend NICC Athletic Director meetings

Qualifications and Experience

The ideal candidate will have earned a B.S./B.A. degree. Prior AD, teaching, or coaching experience preferred. Ability to plan, organize, execute, and evaluate department goals. Strong communication skills, both written and oral. The candidate must be a mature born-again Christian believer, capable of modeling exemplary Christian character and leadership befitting a leader of a Christian school.

Performance Standards/Skills

Administrative and organizational skills

Good communication skills

Well versed in rules of various sports

Leadership skills

Spiritual leadership

Model Godly character, wisdom, patience, grace, and love

Flexibility

Decisive/takes initiative

Ability to listen

Problem solver

Computer literate

Teachable

Committed to honoring the Lord, the athletes, and school leadership

The ability to lift at least 25 pounds.

The ability to sign the TSCS Statement of Faith and Professional Code of Conduct

Actively engaged in life and ministry of an evangelical church

The ability to provide a written testimony of faith in Jesus Christ as Savior.

The ability to pass a mandatory background check.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.