



Coastline Christian Schools ***Announces an Employment Opportunity***

ATHLETIC COORDINATOR OR DIRECTOR

HOURS: Part Time, 12-month position, M-F from 1:30-5:00pm

ACCOUNTABILITY: This non-exempt position is an administrative support position and reports to the VP of Admissions and Development.

PURPOSE: To provide leadership, collaboration, and coordination in the area of the athletic program of the middle school.

REGULAR DUTIES:

1. Monitor eligibility according to school/district guidelines
2. Communicate expectations and direction of the program to coaches, athletes and parents.
3. Provides outstanding customer service in communication with public, in person and via phone and email
4. Maintaining positive contacts with neighboring school district middle school athletic administrators for collaboration on filling schedule needs
5. Creating middle school athletic schedules in a timely fashion for distribution to administrators and secretaries
6. Initiates the recruitment and selection of coaches and makes employment recommendations to the administration team.
7. Supervises and evaluates all coaches.
8. Ensures officials are scheduled and contracts are issues for all middle school contests. Maintains an active file of officials under contract and pays officials following the contact.
9. Arranges transportation for all away middle school contests.
10. Supervises middle 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
11. Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to direct supervisor. Orders all equipment and maintains a current inventory of all athletic equipment.
12. Supervises and is responsible of preparation for home contests
13. 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.
14. Other duties as assigned by the Superintendent and or his/her designee.

QUALIFICATIONS:

- Minimum of five years of teaching/coaching experience. Administrative experience preferred.
- Ability to develop, organize and implement programs.
- Strong verbal and written English communication skills
- Evangelical Christian commitment and lifestyle consistent with our Articles of Faith.