



## Job Description Assistant Athletic Director

Assistant Athletic Director (AAD): [Online Application](#)

Westminster Christian School exists to provide an environment where students encounter the love of Christ, experience transformation, and are driven toward excellence. Westminster aims to educate the whole child; preparing each child academically, spiritually, socially, emotionally, and physically in order to live for God's glory and serve his kingdom. As such, all Westminster personnel will maintain the Biblical standards of high character, while working to support staff and administration with the ultimate goal of providing an enriching educational experience for students. All Westminster personnel submit to Scripture as their authority in faith and in life in order to set an example for students. In all, Westminster personnel will work to the school's end of providing a loving, transformational, and excellent environment for students to learn and grow.

**Hours:** 20 Hours per week (Hourly Pay), possibly more during tournaments

**School Year, Days and Times:** 3:30 - 8:30 p.m. (M/T/TH/F) Times vary depending on games/practices. WCS is not open for sports on Sundays.

**Summer, Days and Times:** 12 - 3 p.m. (M-F)

**Supervisor:** Athletic Director

### QUALIFICATIONS:

- Must have sports background and knowledge.
- Maintains a growing relationship with Jesus Christ.
- Upholds a Christ-honoring reputation publicly and privately.
- Possesses experience regarding tournaments.
- Demonstrates timeliness, attention to detail, and commitment to work hard.
- AED certified, CPR certified, registered IHSA coach, and physical trainer license preferred.
- Bachelor's Degree recommended and a degree in Sports Management/Administration is ideal.
- 2 or more years of experience with complimentary education and training preferred.

### RESPONSIBILITIES:

- Assist with scheduling/cancellation of games, referees, and practices.
- Assist with game supervision and volunteer coordination.
- Assist with team rosters and registration.
- Assist with school calendar collaboration including coordinating with Fine Arts and Advancement.
- Run Athlete's Academy.
- Inventory and distribution of team uniforms
- Support the hiring process of coaches.
- Manage department correspondence & communication (use of MS Word, Google Apps, FACTS)
- Summer Camp coordination and support
- Open gym/performance training support
- Host tournaments (3-4 times per year)
- Manage athletics website.

- Physical labor and heavy lifting
- Maintain fields and facilities.
- Support athletic events (Parent Nights, Senior Nights, Preview Nights, Rallies, Homecoming, Golf Outing)
- Assist with program development and support of coaches.
- Assist the Athletic Director in other areas as needed.

In addition to the duties listed above, options for sports performance training and coaching may be available for an additional stipend.

Please complete the [Online Application](#).