



## **Assistant Athletic Director – Youth Sports Director – Part-time**

**Hired by:** Athletic Director

**Reports to:** Athletic Director

**Evaluated:** Annually

**FLSA:** Exempt

The Assistant Athletic Director is responsible for assisting the athletic department reach its strategic goals, maintaining academic standards, and inspiring student-athletes to live out their Christian faith in competition and in life in ways that are consistent with the mission of the school. This position will be focused around launching and operating the Warrior Youth Sports program which will be a year-round offering of clinics, camps, and leagues for kids in various sports.

### **Spiritual Maturity**

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our beliefs and identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

### **Professional Responsibilities (essential)**

#### **School Programs**

- **Oversee Warrior Youth Sports program, including:**
  - Develop, plan, and execute a year-round offering of clinics, camps, and leagues for various sports for youth athletes (K-6).
  - Coordinate with WC coaches and athletic programs with offerings and goals.
  - Recruiting, supervising, developing, and evaluating youth coaches and volunteers.
  - Scheduling events, games, practices, and awards.
  - Track, manage, and prepare equipment and gear for events.
  - Working with AD to provide facilities scheduling, oversight, and maintenance.
  - Coordinating efforts to get youth sports Warrior athletes to MS/HS athletic events.
  - Instilling discipleship and mentorship through programs to help kids grow closer to Christ.
  - Managing expenses in accordance with the budget as outlined by the WC High School Athletic Director and annual business plan.
  - Coordinating all aspects of youth sports information (e.g., online, social media, local press) in conjunction with the AD and Office of Advancement
  - Ensuring compliance with all professional and regulatory expectations (e.g., requirements as required by Worthington Christian School.
  - Support athletic department in other areas as needed throughout the year.

### **Professional Requirements**

- Bachelor's degree preferred.
- Prior teaching and/or coaching experience preferred.
- Ability to plan, organize, execute, and evaluate department goals.
- Strong communication skills, both written and oral.
- Background in operating youth sports events.
- Prior athletic experience at the high school or collegiate level preferred.

### **Typical Physical Activities**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)		X	
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/Running			X
Kneeling/Bending		X	
Reaching over shoulder		X	
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier			X
Computer/Printer			X
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data			X
Strong Communication (Oral/Written)			X
Driving	X		

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.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature