

ATHLETIC COORDINATOR

Job Description

Overview: The purpose of the athletic coordinator is to assist the athletic director in overseeing the athletic programs, coaches, student-athletes, and student-managers of Immanuel Christian School.

Position Type: Full-time, 10-month contract, salary

Responsible to: Athletic Director

Evaluation: The Athletic Coordinator is evaluated annually by the Athletic Director.

Qualifications:

- High school diploma or higher
- Strong organizational skills
- Strong interpersonal skills
- Proficiency in Microsoft Office

Benefits: Salary package will be commensurate with experience. Benefits are outlined in the *Personnel Policies and Procedures* of Immanuel Christian School.

Responsibilities:

Assisting the Athletic Director

- Conduct annual inventory of all equipment, uniforms, and supplies
- Document and file all pertinent athletic information
- Coordinate and confirm all important details for games and events, to include out of town trips
- Provide administrative support for all ICS home games and tournaments when necessary
- Assist Athletic Director and Coaches with communication to parents, athletes, teachers, and other teams

Supervision of Head Coaches and Assistant Coaches

- Attend annual coaches' meeting with Athletic Director to discuss philosophy, responsibilities, expectations, policies, planning, required training, etc.
- Discuss weekly with coaches any practice/game updates and other pertinent information and provide to Athletic Director for distribution
- Coordinate with coaches the distribution and collection of all equipment and uniforms and provide documentation to the Athletic Director
- Collaborate with coaches to ensure volunteers are in place for the scores table and bookkeeping for each home game

Supervision of Student-Athletes and Student-Managers

- Attend preseason meetings with Athletic Director to discuss expectations, goals, and important information with student-athletes and their parents
- Distribute and collect uniforms with the assistance of head coaches
- Ensure student-managers understand job duties and responsibilities