



## **Job Opening: Athletic Director (Part-Time)**

### **Description:**

- Provides administrative direction and oversight for all inter-scholastic and intramural athletics programs, facilities and activities
- Supervises athletics staff – currently consisting of 7-12 coaches
- Develops and manages departmental, team and fundraising budgets
- Orders necessary athletic equipment
- Ensures compliance with all WIAA, federal, divisional and campus athletics regulations
- Schedules officials for athletic contests
- Coordinates with facility manager on use of school facilities for athletic practices, games and other related events
- Coaches at least one sports team (additional stipend)
- Collaborates with coaches in preparation of press releases and the arrangement of media coverage for events
- Collects and analyzes departmental statistics/data and prepares and distributes reports as appropriate

### **Job Requirements:**

- Strong Christian faith in word and deed
- Baccalaureate degree
- Minimum of 3 years in education and coaching
- Knowledge of WIAA and inter-scholastic sports is preferred
- Effective communication skills

### **To Apply:**

- Please fill out our FFCS Staff/Aide Application. Go to [www.ffcs.org](http://www.ffcs.org), click the “Employment” link at the bottom of the page and select the appropriate application. Please include a cover letter and resume.