



All Saints  
Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

---

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

## Job Posting

**Position:** K-12 Athletic Director

**Status:** 12 Month Employee – Full Time – Salary - Exempt

**Reports to:** The All Saint Catholic Schools President

### Position Overview

The job of the All Saints Catholic Athletic Director is to work collaboratively with the school to design and implement a strong k-12 athletic program in accordance with applicable rules and regulations provided by the leagues and MHSAA. This will be done through providing supervision of coaching personnel, providing supervision of students during all aspects of the program, using sound instructional / communication techniques, overseeing program activities, serving as a positive role model to student athletes and coaches, and serving in a liaison capacity for the school and program with other schools both within and/or outside the district, to the community, and to various organizations.

### Major Duties and Responsibilities

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, and performance of the athletic programs while leading and supervising the coaches in their efforts with the teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs for middle and high school level athletes. Help to execute such programs during the off-season within the parameters of MHSAA regulations.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the athletic programs.
- Make recommendations to the president and principals regarding the hiring and/or retention of coaches.
- Direct, supervise, and regularly evaluate the performance of all coaches and volunteers.
- Demonstrate a strong knowledge of MHSAA rules.
- Promote the program within the school and community.
- Work cooperatively with head athletic coaches in order to operate a well-balanced athletic program.
- Collaborate with the league and coaches in the preparation of schedules for the team.
- Recommend to the President and Athletic Club the type and amount of equipment and supplies needed to conduct the athletic programs.
- Provide for the inventory and care of all equipment.

- Ensure that all athletes have valid medical examinations and other required qualifications before they are allowed to practice.
- Ensure that all coaching and volunteer staff have the required qualifications before they are allowed to coach.
- Ensure that lists of all players eligible for athletic contests are prepared and maintained under the rules of the MHSAA.
- Recommend to the president those students who qualify for a varsity letter or junior varsity/freshman certificate.
- Engage with the parents of all athletic teams in a positive and constructive manner.
- Develop a relationship with the local youth programs and camps.
- Embrace and support the mission of the school.
- Prepare training/practice sessions, meet preparations, and team travel arrangements for all athletic teams.
- Perform other duties as assigned by the President.

### **Professional Responsibilities**

- Support the mission, vision, values, and goals of the school.
- Create, plan, and support all sports to a diverse student population.
- Effectively and consistently communicate and interact with coaching staff, students, parents, staff, and community, while enthusiastically demonstrating and modeling good sportsmanship.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Commitment to develop and condition student athletes, in and out of season per MHSAA regulations.
- Ability to build and maintain an atmosphere of fun and mutual respect.
- Ability to work collaboratively with administration and teaching staff.
- Maintain appropriate records and follow required procedures and practices.
- Monitor appropriate use and care of equipment, materials, and facilities.
- Develop and run periodic athletic department meetings prior to each season.
- Attend monthly athletic club/booster's meetings.
- Available to student athletes and coaches 30 minutes before and after practices and events.
- Provide event set up and clean up.

### **Candidate Profile / Qualifications**

- Successful high school or college experience in athletics.
- Experience as a coach/assistant coach
- Demonstrate working knowledge of MHSAA and league guidelines.
- Character based coaching system; promotes trust, hard work, loyalty, and integrity.
- Ability to communicate effectively with parents, administration, players, and staff.
- Leadership qualities that include a positive attitude, energy, and sportsmanship.
- Knowledge of weight training and conditioning techniques.
- Can demonstrate the ability to plan, organize and support coaches, parents, and student athletes.
- Provide a clear direction, goals, and objectives for program success.
- Ability to instill, enforce and provide fair discipline with assistance from the school President and/or principal.

- Ability to communicate clearly with the coaches, parents, students, community members, and All Saints Catholic staff and leadership.
- Valid Michigan teaching certificate is desirable.
- Knowledge of CPR and First Aid recommended.

### **Working Conditions:**

- Several morning, late afternoon, evening, and weekend work outside of regularly scheduled work hours may be required.
- Required to be at school events / assigned location at least thirty (30) minutes prior to the start of the event and thirty (30) minutes after the event concludes.
- Must be able to remain calm during high stress situations.
- Must be able to speak and/or stand for an extended period of time.
- The ability to lift 25 pounds without assistance is required.
- Regular, reliable attendance is required for this position.

### **Additional Requirements**

- Attend the Dioceses of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Contact Information:** Email letter of intent, résumé, list of professional references and DOS application to: [sarah.anderson@ascbaycity.org](mailto:sarah.anderson@ascbaycity.org)

### **Sarah Dowling-Anderson**

President of All Saints Catholic School  
Middle School and High School Principal

217 S Monroe St  
Bay City, MI 48708  
989-892-2533  
989-892-7188 (fax)

**Deadline to apply: May 29th, 2024 or until filled**