



JOB DESCRIPTION

Position Title: Athletic Director, Northside Christian School

Updated: March 2026

POSITION SUMMARY

The Athletic Director provides leadership and oversight for the entire Northside Christian School athletic program. This role exists to cultivate an athletic environment where students grow in their understanding of what it means to learn, love, and live Jesus Christ through competition, teamwork, discipline, and sportsmanship.

The Athletic Director ensures that all athletic programs operate with excellence, safety, and integrity while aligning with the mission and values of Northside Christian School. This position provides leadership for coaches, coordinates athletic operations, and oversees scheduling, events, communication, facilities, and program development.

POSITION QUALIFICATIONS

- Be a mature Christian committed to the mission and values of Northside Christian School.
- Demonstrate strong organizational and administrative skills with attention to detail.
- Exhibit excellent communication skills, both written and verbal.
- Possess the ability to manage multiple tasks and meet deadlines.
- Work effectively in a team environment and build positive relationships with staff, students, parents, and community partners.
- Maintain confidentiality and professionalism in all matters.

SPIRITUAL AND PROGRAM LEADERSHIP

- Promote a Christ-centered athletic culture that emphasizes character, discipleship, teamwork, and sportsmanship.
- Encourage coaches and athletes to pursue spiritual growth alongside athletic development.
- Provide leadership and direction to the overall athletic program, including middle school and varsity teams.
- Represent the school's mission in interactions with athletes, parents, officials, and opposing schools.

ATHLETIC PROGRAM OPERATIONS

- Coordinate all athletic schedules, including practices, games, tournaments, and special meetings.
- Secure and schedule officials for all home contests.
- Coordinate athletic events with the school master calendar, academic schedule, and fine arts events.
- Communicate schedules and updates clearly to athletes, parents, coaches, and school staff.
- Oversee preparation and operations for all home athletic events.

FACILITIES AND EQUIPMENT OVERSIGHT

- Assist in maintaining and managing athletic facilities and equipment, including:
 - Athletic fields
 - Gymnasium
 - Locker rooms
 - Athletic storage areas
 - Fitness and training equipment
 - Sports equipment
 - Team uniforms
 - Practice equipment

VOLUNTEER COORDINATION

- Recruit and coordinate volunteers for athletic events, including: Gate operation, Concessions, Line judges, Scorekeeper, Game timers
- Ensure volunteers are trained and prepared for their responsibilities.

COACH MANAGEMENT

- Recruit, hire, and onboard qualified coaches and assistants.
- Provide ongoing supervision and support for coaching staff.
- Ensure coaches complete required certifications and training including coaching certifications and CPR/First Aid training.
- Encourage coaches to lead athletes with integrity, discipline, and Christ-centered character.

LEAGUE AND ASSOCIATION REPRESENTATION

- Represent Northside Christian School in league and association activities including MOCAL, OHSAA, and other governing organizations.
- Attend required meetings and maintain compliance with league requirements.

COMMUNICATION WITH FAMILIES AND ATHLETES

Provide clear and consistent communication regarding:

- Athletic schedules
- Required meetings and expectations
- Transportation arrangements
- Program policies and requirements

ATHLETE SAFETY AND ELIGIBILITY

- Ensure compliance with athlete eligibility requirements.
- Maintain athlete medical forms and safety documentation.
- Coordinate required athlete training and safety protocols.
- Promote safe participation practices across all athletic programs.

CONCESSION MANAGEMENT

Oversee operation of the athletic concession stand including:

- Recruiting and training a lead volunteer
- Managing cash handling procedures
- Inventory and stocking of supplies
- Pricing and sales operations

BUDGET AND FINANCIAL STEWARDSHIP

Manage the athletic department budget, including:

- Athletic participation fees
- Officials costs
- Travel expenses
- Equipment purchases and upgrades
- Ongoing program expenses
- Special fundraising initiatives
- Gym signage and sponsorships
- Athletic program support events

ATHLETIC RECOGNITION

- Coordinate end-of-season awards and recognition ceremonies.
- Celebrate athlete achievement, sportsmanship, and character.

YOUTH AND SUMMER PROGRAMS

Coordinate athletic development opportunities, including:

- Summer camps
- Elementary athletic leagues (currently soccer in Fall and basketball in Winter)