

ASSISTANT ATHLETIC DIRECTOR FOR ATHLETIC EVENTS
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Director of Athletics

PRIMARY RESPONSIBILITIES:

Working closely with school leadership, athletic department staff, and coaching staff, the Assistant Athletic Director for Athletic Events is responsible for all aspects of home athletic events, activities, and competitions in the school's 5-12 interscholastic athletic program.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A bachelor's degree
- Prior experience in athletics (playing, managing, coaching, &/or athletic administration) preferred
- Collaborative spirit, both within the athletic department and with external agencies
- Flexibility, optimism, creativity, high expectations, and a growth mindset
- Intuition, self-driven, ability to problem solve
- Enthusiastic involvement in the school community
- Strong communication skills, both written and oral
- Proven organizational skills
- Demonstrated passion for athletics and working with student-athletes
- Collegial attitude and approach

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Provide a fun, family-friendly environment and a high-quality experience for home athletic events
- Work with the Athletic Department to provide event workers & volunteers for gate/ticket, concessions, scoreboard operators, announcers, etc.
- Train the gameday staff in all gameday operations, including scoreboard, audio system, concessions, electronic ticket sales at the gate, etc.
- Work with the facilities team & athletic department to maintain athletic equipment & facilities – including lining the grass fields, assembling & repairing goals, issuing athletic equipment to coaches, etc.
- Assist with scheduling and maintaining accurate athletic schedules
- Assist with the distribution, collection, cleaning, repair, inventory, and storage of all athletic uniforms and equipment
- Maintain an accessible and visible presence at athletic competitions and other school events
- Ensure the health and safety of all students in the athletic program
- Support the school, its mission, and its leadership
- Perform other duties as assigned by the Director of Athletics or the Head of School