

Job Description

POSITION TITLE: CYO Athletic Director

I. POSITION PURPOSE

The purpose of this position is to implement St. Joseph's Catholic Youth Organization Athletic Program

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Ensures the success of CYO athletics by:

- Collaborating with the Pastoral Associate, Pastoral Asst. for Administration, Faith Formation staff and the School Principal for strategic and operational CYO athletics planning
- Meeting an average of once a month with the Pastoral Associate, Pastoral Asst. for Administration and others who help implement the CYO program to plan CYO activities
- Collaborating with other related parish ministries to foster a collegial atmosphere and look for connections with other parish programs
- Ensuring CYO athletic activities maintain a strong Catholic identity
- Ensuring the publicizing of CYO activities
- Involving and educating parents
- Ensuring CYO athletic programs comply with Archdiocesan policies, Parish policies and civil law
- Ensure compliance with Safe Environment and mandatory coaches training
- Being willing to work flexible hours, including evenings and weekends

B. Recruits, trains, motivates, evaluates and supports the team of employees/volunteers (i.e. scorekeepers and gym supervisors) and coaches who assist with athletic programs.

C. Organizes and ensures quality CYO programming by:

- Scheduling space for athletic events such as games and practices
- Ensuring practice and game facilities are safe for games and practices
- Making clear to parents and coaches expectations for appropriate behavior around and supervision of children involved in CYO programs
- Managing and communicating strongly and effectively expectations and policies with all constituents
- Being willing and able to handle challenging situations
- Willingness to make the right decisions, which are not always the popular ones

- Working with coaches to ensure appropriate use of parish facilities
 - Stocking and maintaining athletic equipment and supplies
 - Facilitating parent communication
 - Recruiting children to each sports program
- D. Manages finances for the CYO program by preparing and submitting a budget proposal to the Pastoral Asst. for Administration, collecting and depositing fees, authorizing expenditures, ordering supplies and equipment and monitoring the CYO budget.
- E. Ensures maintenance of accurate registration information for participants and provides timely and regular communication to parents, coaches and participants.
- F. Maintain a level of knowledge and skills required for this ministry by
- Completing appropriate certification programs as recommended by the Archdiocese
 - Keeping up to date on Archdiocesan policies regarding athletics
 - Participating in regional and CYO Camp Howard meetings
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