



Job Description

Athletic Director

DESCRIPTION

This position is responsible for managing all of the sport's coordinators, events' organizer, advertising coordinator, inventory controller, safety awareness coordinator, and the registrar. This position is responsible for representing Legacy Sports.

RESPONSIBILITIES

- Attend FRCAA meetings once a month during the school year
- Address Parents and Athletes at each Parent Meeting
- Work at table promoting CLS at HCEC, HOME group, library event
- Submit Rosters to FRCAA AD's
- Collect/Submit All Star Players to FRCAA
- Weekly game confirmations with FRCAA Members
- Email FRCAA Athletic Directors to schedule games
- Assign Game day responsibilities: Score books, Score Board, Line Flags, Officials, Gate Clerk
- Welcome Guest Teams and show them hospitality, restrooms, locker rooms etc.

SUPERVISION

Reports to CEO and Board

OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Conduct end of the season interviews with coaches and coordinators
- Check Web-site for Accuracy
- Make sure all data gets to web-site person and newsletter person
- Attend Try-outs and help coaches with team placement
- Support coaches during practices and games by attending as much as possible
- Help find coaches, assistants and meet with them before each season

QUALIFICATIONS NEEDED

- Good organizational skills as well as be able to multi-task
- Able to manage others
- Good communication skills as well as being a good public speaker
- Time Commitment - 20-30 hours a week