

Pinewood Christian Academy is seeking a Christ-centered leader to serve as Athletic Director.

This is the ideal opportunity for a dynamic leader committed to the success of our student athletes, is passionate about athletics and is skilled in budgeting, program development and engaging our school family.

Compensation for the position comes with a competitive salary and benefits. Additional coaching duties could also be included.

Requirements:

Be a committed follower of Jesus Christ

Must hold a bachelor's degree in physical education, sports management or related field.

At least 5 years of experience in coaching, teaching or administration.

Strong Leadership and Management skills

Excellent interpersonal and communication skills

Superior Work Ethic

Experience with developing and managing a budget

CDL license preferred

Responsibilities

- Responsible for the general operations of all athletic programs grades 3-12, which include but are not limited to:
 - Preparing and overseeing the Athletic Department Budget.
 - Recruiting and recommending coaches to the Head of School for employment and when needed, termination.
 - Provide leadership and guidance to the Middle School Athletic Director.
 - Providing leadership and guidance to all coaches as needed.
 - Coordinate with coaches on game and practice schedules as well as travel.
 - Ensure that schedules and rosters are submitted to the Athletic Secretary in a timely manner.
 - Along with the Athletic Secretary, be responsible for communicating schedule changes to all parties involved.

- Along with the Athletic Secretary, be responsible for overseeing the eligibility status of all student-athletes with the GIAA, including physical examinations.
- Coordinate officials for all events where officials are required.
- Ensuring compliance of the athletic program and coaches with school and league policies
- Tracking and reporting teams progress to the Head of School and report to the Board on a quarterly basis.
- Identifying and approving the purchase of necessary equipment and facility improvements
- Inspecting athletic facilities for safety, cleanliness, and upkeep.
- Coordinating administrative coverage of athletic events as well as law enforcement, as needed.
- Communicating game day protocols to schools and fans
- Serve as the school liaison to the Booster Club, which includes attending meetings and coordinating all athletic banquets with the Booster Club.

Interested candidates should submit their resume, cover letter, statement of faith, and reference to kcloud@pinewoodchristian.org.