

# Job Posting Notice



## Assistant Athletic Director

Accepting resumes immediately; Open until filled

**Responsibility:** Assist in the management of the Athletic Department.

**Reports to:** Athletic Director

### Specific Duties:

- Serve as the direct supervisor for all junior high coaches, with input from the sport specific head varsity coach, and the approval of the Athletic Director
- Establish and implement the Mansfield Christian Youth Sports program for grades K-6<sup>th</sup> to foster skill development at a younger age, while simultaneously preparing students for middle school and ultimately, high school athletics.
- Work with coaches in planning and scheduling games, practices, venues, and other related activities.
- Work with the Athletic Director to requisition and allocate equipment, supplies, and awards within the scope of the approved budget.
- Assist with high school game coverage as required by OHSAA bylaws.
- Continue the growth of the strength and conditioning program available to both athletes and non-athletes as a means to improve performance and general health.
- Be aware of and meet all requirements of league and/or athletic associations in which membership is held.
- Keep the administration aware of team accomplishments and problems needing administrative attention.
- Enforce all guidelines and policies stated by the administration and/or the board of education.
- Complete other duties as assigned.

### Qualifications:

- Display a Christ-like attitude and profess a personal relationship with Jesus Christ
- Coaching experience a plus, but not required.
- Display excellent verbal and written communication skills
- Present excellent organizational and time-management skills
- Exhibit attention to detail

### Terms:

- 20+ hours per week, depending on season
- 10 months
- Wage determined by experience

Send letter of interest and resume to:

**Mike LaCroix**

**[lacroix.mike@mcsflames.org](mailto:lacroix.mike@mcsflames.org)**

*Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.*