



# OUR LADY *of* MERCY

**ATHLETIC DIRECTOR JOB DESCRIPTION**  
**Our Lady of Mercy Catholic School**  
**PreK3 – 8<sup>th</sup> grade, Coeducational, Baton Rouge, Louisiana**  
**2022-2023 Academic Year**

**REPORT TO: Head Principal**

**SUPERVISES: Coaches and Assistant Coaches and Parent Volunteers**

**JOB GOAL:** To provide each student an opportunity to participate in an extracurricular athletic activity that will foster a sense of worth and competence, physical skills, a knowledge and understanding of the pleasures of sports, and the principles of fair play and sportsmanship. The Athletic Director will promote the Mission of the Mercy Athletics Committee to foster healthy physical, emotional, and social growth to enhance the pursuit of faith, academics and excellence.

**QUALIFICATIONS:**

- Bachelor's Degree with a preference for degrees in Education, Kinesiology, Sports Sciences/Management.
- Knowledge of local/Diocesan, State, and Federal regulations pertaining to school athletics, current research, theory, and pedagogy as it relates to athletics.
- Ability to communicate effectively both orally and in written form.
- Displays a philosophy that is compatible with that of Our Lady of Mercy Catholic School.
- Successful experience as a coach.

**PERFORMANCE RESPONSIBILITIES:**

**Administration**

- Coordinate hiring and supervise personnel for home athletic events
- Attend all appropriate meetings of Catholic School Athletic Association (CSAA)
- Schedule all athletic teams for games and tournaments, including intramural athletic events.
- Supervise all ticket sales for home games and tournaments
- Maintain records of team and individual performance for all teams
- Publicity of games/events and printing of season schedules
- Attend home games as often as possible
- Responsible for assuring all CSAA forms are submitted in a timely fashion
- Assure adherence to safety policies and timely reporting, recording and filing of all staff/student accidents

**Supervision of Student/Athletes**

- Verify that all participants have had a physical exam and maintain appropriate records
- Verify all participants are academically eligible to participate



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## Equipment maintenance

- Ensure all equipment is properly inventoried
- Purchase, in cooperation with appropriate coaches, the supplies, uniforms and equipment for all teams
- Supervise cleaning, storage and care of all athletic equipment

## Facilities management

- Work with BREC and/or Building Maintenance to ensure maintenance of athletic fields/facilities
- Make necessary arrangements for use of school and city play fields and facilities
- Arrange with the coaches the development of practice schedules for those sports where there are multi-use facilities

## Budget

- Prepare athletic budgets for all programs
- Expend with building administration funds allocated for athletics

## Evaluations and Employment

- Interview and select coaches with school administration as needs arise, as well as supervise and evaluate head coaches
- Supervise and evaluate assistant coaches with head coaches
- Submit names to the Head Principal for nomination prior to activity/sport
- Provide and/or arrange in-service coaching activity for coaching staff

## Other Duties

- Coordinate all Jamboree BlueJay Bowl Week events
- Monitor all Intramural sports and provide Athletic Committee and School Leadership with annual report on participants by gender, number of coaches, parent advisors, volunteers, number of practices, and events
- Attend monthly Men's Club meetings
- Coordinate sport-related fundraising activities
- Coordinate & Manage Concessions
- Other duties and responsibilities as the administration may assign

## **TERMS OF EMPLOYEMENT:**



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Part-Time, 12-month Employee.

Salary and Sick Leave in accordance with the Diocese of Baton Rouge guidelines.

Performance to be evaluated annually by the Head Principal.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case-by-case basis.

Applicants are to submit their letter of interest, resumé with references, and copies of transcripts to: Father Cleo Milano, Pastor

**Care of: Mr. Randy Arabie, Director of Administration**

**[randy.arabie@olomchurch.com](mailto:randy.arabie@olomchurch.com) (Digital Applications preferred)**

Application materials may also be sent to Randy Arabie, Our Lady of Mercy,

445 Marquette Avenue, Baton Rouge, LA 70806

**Deadline for Application: April 14, 2022**

Our Lady of Mercy Catholic Church & School does not discriminate against any person in admission, employment, or otherwise because of race, color, religion, national origin, gender, or age in violation of state or federal law or regulations.