



**Bellarmino**  
College Preparatory

## **Associate Athletic Director**

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Associate Athletic Director assists the Athletic Director to oversee the interscholastic athletic program at Bellarmine. The Associate Athletic Director provides support through the hiring and development of coaches, and the assessment of the programs' direction and achievement. The Associate Athletic Director facilitates and encourages positive relationships between the athletic department members and all other members of the Bellarmine community. The Associate Athletic Director manages all communications and marketing involving the Bellarmine Athletic Department, Bellarmine student-athletes, and Bellarmine coaches. The Associate Athletic Director works to maintain a connection between the goals of the Athletic Department and the mission of the school. The Associate Athletic Director aligns Bellarmine's athletic program with the necessary governing bodies (NFHS, CIF, CCS, and WCAL), to ensure appropriate requirements are met. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the School, as well an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Work with the Athletic Director to execute the hiring process within the department
- Manage and track all mandatory coaching certifications (CPR/First, Lifeguarding certification, Sudden Cardiac Arrest, Concussion, Heat Illness, Fundamentals of Coaching)
- Support the planning and execution of seasonal mandatory coach meetings
- Assist in the evaluation and supervision of all programs (identifying areas of growth, meetings to assess progress, etc.)
- Coordinate each team's tryout schedule with the Bellarmine coaching staff
- Provide support to coaches and teams in season by attending practices and contests
- Provide support to the Athletic Director in all matters of the Athletic budget (15 separate budgets), serving as secondary liaison to the Business Office
- Support heads of programs with organizing team overnight travel (budget, logistics, travel, etc.)
- Manage all ordering of team uniforms and equipment, working directly with coaches and vendors
- Oversee the Equipment Manager's distribution, collection, and inventory of uniforms and equipment
- Provide support as Administrator on duty in event and game management (staffing and general supervision)
- Oversee the production of content on the Athletics main page of the website and all social media channels (Twitter, Instagram, etc.)
- Work with the Athletic Director as a liaison between Athletics, Communications Director and local media
- Manage all communications and marketing involving the Bellarmine Athletic Department, Bellarmine student-athletes, and Bellarmine coaches
- Assist in the formulation of all press releases related to the Bellarmine Athletic Department
- Document and publicize accomplishments of Bellarmine student-athletes and teams

- Administer the seasonal student perception surveys of coaching staff and department
- Assist the Athletic Director with seasonal parent meetings (fall, winter, spring)
- Promote positive sportsmanship and fan behavior at all contests
- Interface with parents, alumni, and student athletes concerning all athletic matters
- Serve as the Bellarmine site director/representative during home games and post-season contests as assigned
- Provide support in the orientation of “walk-on-coaches” as to the philosophy and Athletic Department policies
- Assist in the management and coordination with coaches, parents, and athletes associated with tournaments and special events (awards nights, film sessions, etc.)
- Ensure compliance with the rules and regulations of the WCAL, CCS and CIF
- Supervise all operations related to game management (ticket sellers, cashiers, ticket takers, clock operators, referees, etc.)
- Oversee the maintenance of all Athletic facilities in conjunction with maintenance personnel and the Athletic Director
- Support the mission and philosophy of the school and department
- Abide by all department and school policies and regulations
- Perform or manage other duties and/or projects as assigned

**Minimum Qualification/Skills:**

- Bachelor’s Degree from accredited college/university in a related field.
- Four years working in a high school environment
- Experience coaching at the high school level
- Expertise in the usage and promotion of accomplishments via social media channels (e.g. Twitter, Instagram, etc.)
- Experience in the formulation of press releases, website releases and all things related to athletics PR and communication
- Demonstrated success working with student athletes and coaches
- The ability to work effectively with staff at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely
- Demonstrated ability to work collaboratively with colleagues and parents
- Strong organizational skills and attention to detail
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision.
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver’s license and acceptable driving record

**Preferred Qualifications:**

- Administrative experience at the high school level
- Experience working in a Jesuit school
- Masters Degree

**Physical Requirements:**

- Ability to lift 25 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel safely and comfortably around our campus

- Ability to use a keyboard (or an alternative device) and other office equipment
- Ability to read information in printed material, on a computer screen (often for extended periods of time) and/or on a mobile device/laptop.

**General Information:**

- Reports to the Athletic Director
- This position is classified as Regular, Full-time, Exempt position. Employees in exempt positions are expected to work as many hours as their responsibilities require, which includes evenings and weekends.
- This position is eligible for Bellarmine's excellent benefits package
- This is not a telecommuting position
- Work hours may vary (including many evening and weekend events)

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our employment web page under Employment Applications and send along with a resume and a cover letter to [hr@bcp.org](mailto:hr@bcp.org). Please indicate *Associate Athletic Director* in the subject line of the e-mail. *Priority will be given to those applications submitted by Monday, May 3, 2021.*

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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