



ST. JOHN'S PREP

Assistant Athletic Director

The Assistant Athletic Director will provide administrative support for the planning, direction, implementation, supervision, and assessment of interscholastic programs at St John's.

The Assistant Athletic Director will promote co-curricular athletic activity that fosters skill development, sportsmanship, understanding of sports, and appreciation of being a team member.

The successful candidate will understand and embrace the mission of St. John's Prep and Catholic education; possess superior character and integrity; demonstrate strong interpersonal and leadership skills. This position reports to the Athletic Director.

Responsibilities:

- Work with students, parents, faculty and administrators as part of the Athletic Office administrative team.
- Assist in the selection and assignment of coaches and staff.
- Organize and schedule interscholastic athletic events.
- Hire officials and game-day staff: timers, ticket-takers, scoreboard staff, announcers, game administrators, and event staff.
- Assist Athletic Director in payment for officials.
- Arrange and confirm bus or other transportation for athletic participants.
- Coordinate practice schedules for gym and fields.
- Organize and update the athletics section of the SJP website.
- Enter and maintain roster in Veracross.
- Write and post alerts and/or messages to students, parents, and families in regards to athletic updates, cancellations, changes, etc.
- Game day operations: supervisor and assistant at home games during the school year (afternoons, nights, and weekends).
- Maintain paperwork required by the MIAA, per season, per sport.
- Perform any other duties as assigned by the Principal and Athletic Director.

Qualifications:

- Bachelor's degree in sports management, physical education or related field from an accredited college or university. Master's in athletic administration preferred.
- Schedule Star experience a plus, or similar scheduling software experience preferred.

Interested candidates are asked to send a cover letter and resume to Tracii Schaeublin, tschaeublin@stjohnsprep.org. Please no phone calls.

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