



Job Description

Job Title: Athletic Director
Reports to: BOD Chairman
Department: Athletics

Position Type: Full-Time
Work Hours: 7:30 – 4:00 (M – F)

Responsibilities and Duties:

Athletic directors' duties vary and may include the following:

- Oversee all aspects of an athletic program, including hiring coaches, scheduling, budget preparation, promotion, compliance, and facility management
- Providing guidance and direction for a school's sports program
- Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep
- Coordinating with coaches about the scheduling of games and practices
- Determining the time allocated for a field, court, or weight room
- Coordinating officials at games and budgeting for their pay
- Mediating any disputes between athletes and coaches or between coaches
- Coordinating and promoting athletic events, such as games and fundraisers.
- Assessing and monitoring current and prospective coaches.
- Tracking and reporting on team progress through analyzing past performances, recent successes, and areas for improvement. Filing reports on the status of each team and its successes and shortcomings .
- Maintaining an awareness of industry events and changes, such as regulation changes.
- Inspecting facilities and equipment for cleanliness, safety, and upkeep.

Skills & Competencies:

Certain skills are important for an athletic director, in areas such as:

- Leadership: Overseeing the strategic plan for the athletic department and providing motivation and direction
- Management: Effectively handling and delegating tasks to other team members
- Organization: Staying current on the various rules and regulations, schedules, budget figures, and information on personnel
- Interpersonal communication: Manage relationships with coaches, school personnel, and the public.
- A Bachelor's or master's degree in sports management, physical education, or related field.
- Experience in coaching, teaching, or administration.
- Understanding fundraising and promotional events.
- Experience with developing and managing a budget.
- Ability to handle scrutiny from parents and the public.

Work Schedule:

Athletic directors primarily work full-time jobs, but hours often include night and weekend games.