Assistant Athletic Director

The Assistant Athletic Director is an administrator who serves the Wesleyan community by overseeing many components of the athletic office, including sports information, athletic event planning, and student athletic leadership development. The Assistant Athletic Director works in partnership with the athletics leadership team to develop the athletic profile for Wesleyan School. The Assistant Athletic Director reports to the Director of Athletics and has a course load of three classes.

RESPONSIBILITIES

❖ Serve as Sports Information Director - Coordinate and generate publicity for athletes, coaches, and alumni athletes through daily News and Notes and social media
❖ Coordinate fall, winter, and spring signing ceremonies
❖ Plan and execute fall, winter, and spring Senior Nights
❖ Develop and facilitate Student Athletic Leadership Team
❖ Assist coaches in logistics and operation of home tournaments, region, and state competitions
❖ Oversee press box and host all media for home football games including radio, TV, and visiting broadcast crews (given no coaching conflict)
❖ Oversee the selection, voting process, and presentation of High School MVP athletes
❖ Serve on the Circle of Honor executive committee and aid in recognition process
❖ Approve usage of all athletic facilities during non-school hours via Tandem, including last minute requests for gym space
❖ Assist in research and projects as needed for the Athletic Department
❖ Supervision of athletic events and other duties as needed (1-2 nights per week)
❖ Teaches three courses and coaches one season

QUALIFICATIONS

❖ A solid understanding of the role of athletics within the school, particularly as it relates to the Christian mission of the school
❖ Demonstrate strong oral and written communication skills
❖ Organizational skills and attention to detail
❖ Team player and encourager
❖ Innovator and visionary as related to athletics, with the ability and desire to initiate programs to help the Athletic Department break new ground
❖ Capacity, energy, and desire to attend many after school athletic events during all seasons
❖ Previous head coaching experience desirable