

ACTIVITIES DIRECTOR JOB DESCRIPTION

Job Summary: The Activities Director fulfills the mission of the Catholic school by working with the principal and administrative team in the management of the school, faculty, staff, coaches, and students with a major emphasis on the effective implementation of the activities and athletics program. The Athletic Director reports directly to the Principal of Helias Catholic High School.

Faith-Community Affairs

- Upholds and models a moral code which is consistent with teachings of the Roman Catholic Church and the mission of the school.
- Ensures all school activities reflect the Catholic mission of the school.
- Ensures the development and enhancement of faith community and the integration of faith in all aspects of the school.
- Has direct involvement in staff retreats, liturgies, prayer services, service programs, and staff formation program.
- Collaborate with the administrative team in the spiritual formation of all faculty.

Activities

- Collaborates with the implementation of the Student Council's homecoming activities to assure compliance with Helias expectation and good community relations.
- Oversees and coordinates non-athletic competitions through MSHSAA/MDTA (academic team, speech team, music activities, dance team).
- Ensures proper supervision of all Helias activities.
- Attends all major student activities, unless receiving approval from the principal.

Athletics

- Responsible for managing all aspects of the athletic program.
- All scheduling of athletics (games, tournaments, officials, transportation, etc.)
- Represents Helias positively and professionally and maintains a good relationship with all those upon whom Helias depends for interscholastic competitions (MSHSAA, other athletic directors, officials' organizations, transportation companies, etc.)
- Responsible for the continual promotion of sportsmanship by Helias coaches, teams, students and fans by implementing the diocesan "Play Like A Champion" program.
- Collaborates with other administrators to ensure proper supervision at all Helias varsity contests. Coordinates and implements supervision for all lower level contest and is the visible presence, the face, of the athletic department
- Coordinates on-site game administration duties at games (with the assistance of the facility supervisor at home games) in order to ensure a smooth event. This includes procurement and training necessary for home events (gate workers, score table/clock workers, announcers, chain gang, etc.).
- Oversees the hiring and training of coaches and assures compliance with MSHSAA and Diocese of Jefferson City coaching requirements.
- Works collaboratively with the Director of Finance in regards to all non-faculty coach paperwork including Letters of Employment and annual updates.
- Ensures that coaches understand Helias Catholic's mission and values and constructs his/her program in compliance with those expectations.
- Conducts an annual program evaluation for each sport/activity, including an annual evaluation of the head coach/moderator.
- Mentors, counsels and, if necessary, disciplines coaches.
- Makes recommendations to the President and Principal concerning the hiring, retention, promotion, or dismissal of coaches.
- Positively and collaboratively handles concerns regarding faculty and coaches' performance as expressed by parents and/or students.
- Develops, publishes, and updates both the Coaches Manual and the Athletic Handbook.
- Oversees the "Helias Emergency Action Plan" for all sports and facilities in collaboration with the Director of Facilities and ensures that all coaches receive and sign a copy of such annually.
- Recruits and trains sports supervisors for all home athletic events.
- In collaboration with the administrative team and Director of Finance, develops and manages the athletic budget including detailed revenue and expense projections.
- Orders award plaques for all Helias sponsored tournaments.
- Orders and distributes athletic awards.

- Organizes and conducts all athletic/activities pre-season parent meetings.
- Keeps athletic records up-to-date and posted at the fieldhouse entry.
- Coordinates organization of and publicity for all sports camps.
- Coordinates with the Director of Communication to ensure that athletics pages of the Helias website are thorough, accurate, and up-to-date.

Public Relations

- Responsible for effective, timely communication and a good rapport with all local media to ensure that Helias activities receive proper media coverage.
- Keeps the faculty, staff, Athletic Boosters, etc. informed of all activities by providing regular activity schedules and updates through announcements
- Liaison with all Helias feeder programs (PAL, Knights, Lady Knights, CMVBC, Tri-Cap, Crusader Baseball, etc.).
- Liaison with Peak Sport and Spine.
- With other members of the administration, act as liaison to the Parents Club with the goal of keeping the Parents Club informed of all athletic events at which they will provide concession services.
- Communicates effectively with community organizations which allow Helias to utilize their facilities (Parks & Recreation, Jefferson City Youth Soccer Association, American Legion, Lincoln University, Jefferson City Public Schools, area golf clubs and courses).
- Works collaboratively with the Helias administration to revive the Helias Booster Club, and acts as an administrative liaison to that club.

MSHSAA

- Thoroughly understands and assures compliance with MSHSAA rules and policies.
- Handles all communications with MSHSAA including all of the various online reports. Reports this information to the Principal.
- Keeps updated schedules and rosters on MSHSAA website.
- Handles online 'paperwork' for all transfer students.
- Keeps Helias eligibility lists updated.
- Attends and represents Helias at all required MSHSAA activities.
- Ensures that all coaches complete all MSHSAA required training and reporting in a timely fashion
- Management of state tournament series events assigned by MSHSAA.
- Serves on MSHSAA and district committees when the opportunity presents itself.
- Ensures that coaches place the academic performance of their athletes as a high priority and that earned MSHSAA academic recognition certificates are acquired and displayed.
- In the case of a MSHSAA violation, works collaboratively with the Helias administration to actively address the violation.

Facility/Vehicle Responsibilities

- Works collaboratively with the Facilities Director to ensure that schedules for the facilities are maintained and up to date, giving Helias programs/activities preference of use in all areas.
- Schedules and approves the use and destination of school vehicles.
- Arranges properly licensed drivers for Helias vehicles which transport students.
- With the Director of Facilities, responsible for the upkeep of all athletics trophy displays and cases.

Management

- Continually monitors legal/liability issues to be sure that Helias' activities/athletic staff is up-to-date and aware of legal concerns
- Assures that all members of the athletic staff are trained in first aid, CPR, and AED.
- Communicates with the Director of Finance to assure that purchasing policies are followed by the athletic/activities staff.
- Works with the school nurse to ensure that accident reports for all significant injuries involving Helias students or staff and communicates with the Business Manager to ensure proper notification of insurance carriers.
- Monitors student eligibility, posts ineligibility lists following each quarter, ensures enforcement of Helias and MSHSAA eligibility regulations.
- Communicates and cooperates with the Assistant Principal when issues of student discipline involve activities participants.
- Consults with the Assistant Principal when student behavior at activities is inappropriate or requires a response from the school.
- Represents Helias at social and fund raising events.
- Other duties as assigned by the Principal or President.

Qualifications:

Education

- Master's degree in educational administration, athletic administration, or commensurate experience. Experience preferred.
- Successful teaching experience as a fully certified teacher, preferred but not required.
- Successful completion of the Missouri Department of Elementary and Secondary Education certification process.

Interpersonal Skills

- Strong written and oral communication
- Understands the education culture and is able to interact professionally with students, faculty, and parents.
- Maintains professionalism in challenging situations.

Physical Demands and other requirements

- Ability to stand and walk for the majority of the day when events are taking place.
- Ability to lift or carry supplies, textbooks, furniture and equipment at a minimum of 30 lbs.
- Ability to stand, bend, stoop, reach, pull, sit, hear, see, and speak on a daily basis.
- Ability to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum full school day
- Required to maintain composure and to avoid inappropriate displays of emotion
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.

Interested applicants are asked to complete an application through the school office of the Diocese of Jefferson City (<http://www.diojeffcity.org/our-schools/school-office/school-employment/>) as well submit a letter of interest and resume directly to Helias Catholic. Applications will be accepted until the positions are filled. Suitable candidates will be contacted for personal interviews.

Electronically submit requested information to:
Ms. Kenya Fuemmeler, Principal
kfuemmeler@heliascatholic.com