



Middle School Athletic Coordinator Employment Opportunity

Job Title: Middle School Athletic Coordinator
Reports To: Athletic Director
Prepared Date: 12.2022

Position Overview

Open Door Christian Schools is seeking a part-time Middle School Athletic Coordinator who will be responsible for providing assistance and leadership for the middle school athletic program and fan experience by organizing and scheduling officials and ensuring effective use of staff and resources for athletic activities. The Middle School Athletic Coordinator will also assist in the direction of interscholastic athletic and extracurricular student programs that enhance the fan experience, facilitate individual skill development, and provide leadership opportunity. The Middle School Athletic Coordinator will embrace and support the School's mission of equipping disciples through exemplary education.

Type of Position

The Middle School Athletic Coordinator position is a part-time supplemental stipend position.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Ideally has a Bachelor's Degree.
- Has relevant work experience in coordinating and promoting programs with preferred experience in athletics in the areas of coaching and administration.
- Possesses social media proficiency and the ability to utilize social media to communicate with the school family and promote ODCS middle school athletics.
- Is able to work nights and weekends.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Schedules facilities/practices/games/contests for middle school athletics.

- Communicates with middle school coaches and families regarding schedules and event changes.
- Assists the Athletic Director in game and crowd management at middle school athletic events:
 - Assists with athletic field preparations for home games/contests (i.e. painting the field).
 - Assists with the coordination of game workers and volunteers for home games/contests.
 - Assists with greeting and accommodating visiting teams, coaches, and officials for home games/contests.
 - Assists with crowd management during home games/contests.
 - Assists with clean up and securing of facilities after home games/contests.
 - Sets up and tears down for game day (i.e. score clocks, bleachers, chairs, volleyball net, basketball hoops, etc.)
 - Ensures financial accountability for all revenue from home games/contests.
- Utilizes various social media platforms to promote middle school athletics on an ongoing basis and to communicate with school families.
- Assists Athletic Director in identifying areas of growth and development within the department, both internally and externally.

Contact Information

Interested candidates should submit a cover letter and resume to:
Jayson Arrell, Athletic Director – jarrell@odcs.org