

## JOB DESCRIPTION



<b>JOB TITLE:</b>	Athletic Director	<b>DATE:</b>	April 2022
<b>JOB CLASS:</b>	Salaried Exempt	<b>REPORTS TO:</b>	Dean of Student Affairs
<b>DEPARTMENT:</b>	Student Life		

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### GENERAL DESCRIPTION:

The Athletic Director (AD) is responsible for the day-to-day management of Patrick Henry College's athletics program and facilities, ensuring that all Patrick Henry students have the opportunity to live healthy, active lives and to grow in the virtues nurtured through athletic discipline and competition. The AD oversees the maintenance and use, of athletic fields, weight room, and other athletic facilities, organizes the various varsity sports seasons, and is the main point of communicates for players, coaches, and officials. The AD will also serve as a coach of one of the varsity soccer teams and may assist with basketball. The AD will also assist with summer Teen Leadership Camps. As a member of the Student Life Office, the AD plays an integral role in students' personal development through participation in spiritual formation, mentoring, discipleship, events and programs, as well as by integrating the mission of Patrick Henry College into the Athletics Department.

### SUPERVISORY RESPONSIBILITIES:

- Provides direction to workers associated with sporting events and activities.
- Hire, oversee and train coaching staff. Both volunteer and paid positions.

### CHIEF DUTIES AND RESPONSIBILITIES:

- Coach, train, and develop at least one of PHC's varsity soccer teams.
- Oversee communication, planning, and execution of preseason training programs.
- Oversee the planning and development of all PHC varsity sports programs.
- Assist in recruiting mission fit students for PHC's athletic program
- Assist with the day-to-day needs and schedules of the gym, fields, and varsity athletic teams.
- Select similar institutions to compete against with similar skills sets and levels of play.
- Make sure all needed information is filled out, completed, and collected before play
  - sports physical and all medical forms
- Oversee the upkeep & maintenance of the PHC gymnasium, including the weight room, running room, and other areas, services, and amenities within the gym.
  - Work with Operations and Maintenance Depts in the preparation of fields.
- Coordinate with other institutions to schedule games for all varsity sports.
  - Work with the Patrick Henry College coaches to schedule games, tournaments with opposing sports programs (Athletic Directors/Coaches) for the 4 varsity sports
- Coordinate referees, officials, or umpires for all varsity sports.
- Coordinate the transportation schedule for varsity teams.

- Coordinate athletic trainers for home games within budget requirements.
- Follow up with injured players to assist with recovery and care.
- Creating, achieving, and documenting comprehensive annual goals and institutional effectiveness plans for Patrick Henry College Athletics.
- Assist Resident Directors in planning and coordinating intramural sporting activities.
- Attend chapel and other various formational activities during the week and on occasional weekends.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time for the needs of the College, but a discussion between the employee and supervisor will take place prior to the change.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Nationally licensed soccer coach – United States Soccer Federation (USSF) – Level D or higher
- Must hold a four-year college degree
- Experience in athletics as a player and coach
- Experience in Athletic Department practices in a small school setting.
- Commitment to fostering a culture of academic excellence within the Athletics Department.
- Strong understanding of and ability to weave a formational approach into various types of initiatives and an ability to foster a balanced Christian culture.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and external constituents.
- Strong communication skills and ability to motivate students.
- Ability to work a flexible schedule that includes evening, weekend and “on call” assignments.
- Full adherence and support for the Patrick Henry College Statement of Faith.
- Must understand the stated mission of the College and understand how the promotion and sustaining of a Christian community at the College is an essential component of this mission.
- Commitment to and support for the Mission of Patrick Henry College

#### **PHYSICAL / MENTAL / EMOTIONAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds.
- Must be able to make quick decisions with available information.
- Must be calm in stressful situations and show good judgement in decision making.
- Must be able to work in a collaborative manner with excellent self-discipline.