

Athletic Director



The Athletic Director at Lighthouse Preparatory Academy has areas of general responsibility that include the following:

- Demonstration of leadership in the area of supervision
- Delegation
- Management
- Communication
- Implementation

Responsibilities/Tasks:

- Oversee the overall operation of the Athletic Program, the Athletic Committee and its associated meetings
- Schedule and monitor practice and game facilities including contracts with said facilities
- Schedule matches, meets, or games with other Christian schools or teams as close to central Missouri as possible to meet the goal of required number of games
- Schedule referees or umpires for the home games
- Schedule and monitor awards program including securing facility, ordering awards and needed materials, and coordinating awards with coaches
- Communicate scheduled practices and games with players and parents along with any changes, rescheduling, or cancellations
- Work with the Assistant Athletic Director in updating calendars/forms with scheduled practices and games
- Represent the school at league and other athletic director meetings
- Monitor the storage and inventory of equipment and supplies
- Hire and train coaches, including a focus on the mission statement of Lighthouse Preparatory Academy
- Work with Assistant Athletic Director and coaches for purchase of uniforms and equipment

- Upon school approval, implement any sports where there is enough interest to warrant a team and secure funding along with needed equipment and facilities
- Monitor the athletic eligibility process
- Work closely with athletes, coaches, parents, and fans to ensure adequate progress toward program goals and strategies
- Work with the Dean of Student Life to organize and/or monitor any athletic fundraising activities
- Continuously monitor the financial transactions and keep a working budget of the Athletic Program
- Conduct surveys at the end of each season to get feedback from players and parents
- Be on-site for assigned home games to coordinate set up and take down of equipment and be a point of contact for parents, coaches, and players

Job Requirements:

- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of Lighthouse Preparatory Academy
- Demonstrates behaviors aligned with Lighthouse Preparatory Academy's core values and mission statement
- A bachelor's degree preferred
- Strong organizational, written, and verbal skills

Job Reimbursement:

- Salary: \$5,000/annually
- Qualified Tuition Reduction: 20% for the 2020-21 school year