



WESTMINSTER ACADEMY

Assistant Athletic Director Job Description

Purpose

The Assistant Athletic Director (AAD) is a part-time (50% FTE), 12-month employee who works under the athletic director and alongside the athletics staff and coaches to manage Westminster Academy's interscholastic and internal sports. The AAD promotes the vision and mission of the school by maintaining athletic programs that train children's intellectual, moral, and physical habits in a Christ-centered yet competitive environment. The AAD collaborates with the athletic director when planning activities that impact other departments on campus.

All employees of Westminster Academy must strive to "love the Lord in front of our students" and make the Christian faith observable in all aspects of the school day and community. This position is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the AAD as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy community.

Reports to:

Athletic Director

Works closely with:

Athletics department and coaches

Faculty and staff

Parents and volunteers

Athletic directors and coaches of other schools

Best Supply Network (BSN) in sports clothing/uniforms

Responsibilities:

1. Design, implement, and manage all grammar school (grades one through six) sports programs. This includes cross country, soccer, and basketball.
 - a. Communicate with coaches and parents the details of the season and expectations for everyone involved.
 - b. Identify students who will participate in each sport; finalize rosters; and organize, distribute, and collect uniforms and equipment.
 - c. Create practice schedules.
 - d. Work with league commissioners and coaches/athletic directors of other schools to create game schedules.
 - e. Work with the assistant to the athletic director to ensure TeamSnap and the school calendars are up to date.

2. Serve as Facilities Manager of the Christian Life Center (CLC)

- a. Oversee practices, scheduling, and logistics for all sports teams and home games.
3. Coordinate Uniforms and Apparel
 - a. Work with the BSN representative assigned to Westminster to set up Team Shops for every varsity team.
 - b. Work with the athletic director to determine uniform needs. Coordinate with the BSN representative to design and order new uniforms, as needed.
 - c. Distribute uniforms and inventory them upon return.

Sports-Specific Responsibilities

1. Volleyball:
 - a. Practices:
 - i. Make sure volleyballs and nets are accessible for players to set up.
 - ii. Schedule use of the training facility with cross country.
 - iii. Staying until practice(s) are over (or assign a coach or captain to put everything away).
 - b. Home Games:
 - i. Ensure line judges and scorekeepers are assigned and in place before the game.
 - ii. Ensure the nets, stands, water, and benches are properly set up and courts are dust mopped, first aid is stocked and out.
 - iii. Setup Check-In table and make sure it is staffed.
 - iv. Clean the Away Locker Rooms and Officials Rooms.
 - v. Oversee takedown and cleanup after games, making sure everything is back where it came from.
2. Cross Country:
 - a. Practices (in the gym):
 - i. Schedule use of track and weight room amongst the teams, prioritizing court space for volleyball.
 - Meets
 - o Make sure the WA tents are clean, accessible, and ready for coaches to bring to meets.
3. Basketball:
 - a. Practices:
 - i. Schedule court space, prioritizing varsity teams with at least an hour of full court space every day.
 - ii. Schedule use of the weight room between teams.
 - iii. Unlock equipment room and make sure each team has enough balls for each practice.
 - b. Home games:
 - i. Set up stands, score table, check in table, first aid, away locker room, bench, water, and official's room before all home games.
 - ii. Assign staffing to the score table and check in table for each home game.
 - iii. Oversee takedown and cleanup after games, making sure everything is back where it came from.
4. Soccer:

- a. Girls:
 - i. Practices:
 1. Schedule space with volleyball and cross country, prioritizing volleyball with court space.
 2. Schedule the use of the weight room with volleyball and cross country, as well as track space.
 3. Make sure each team has access to the right equipment.
 - ii. Home Games:
 1. Line fields, bring water, set up benches, set up corner flags, making sure nets on goals are secured.
 - iii. Away Games:
 1. Have an Athletic Department representative present.

- b. Boys:
 - i. Practices:
 1. Indoor:
 - a. Coordinate court space with grammar school basketball and the use of the track and weight room with the track team.
 - b. Make sure teams have access to the right equipment.
 - c. Schedule use of the weightroom between other teams and track team.
 - ii. Home Games:
 1. Line fields, bring water, set up benches, set up corner flags, making sure nets on goals are secured.
 - iii. Away Games:
 1. Have an Athletic Department representative present.

- 5. Track:
 - a. Practices:
 - i. Schedule use of the weightroom between both teams and soccer.
 - ii. Prioritize high school use of indoor space on rainy days.
 - b. Meets:
 - i. Set up tents and make sure the team has water and the proper equipment.
 - c. Rainy day plan:
 - i. Fall Sports – Volleyball, Girls Soccer, and Cross Country
 1. Prioritize volleyball for court space.
 2. Reserve Training Facility and track space in order from varsity down (CC first, soccer, then down through the ranks).
 - ii. Winter Sports – Basketball
 1. Varsity teams get an hour of FULL COURT space a day, minimum.
 2. Middle School teams cannot start practice until 4:30 PM unless varsity is starting on the tail end of younger team practices OR if they practice in the morning.
 - iii. Spring Sports: Track, Boys Soccer, Grammar School Basketball
 1. Track gets first pick of track space or training facility; varsity soccer defaults to track's secondary. Grammar school basketball has first priority on court space. Varsity soccer gets first right of

refusal to available court space. Middle school soccer defaults to varsity secondarily.