



PRAIRIE CHRISTIAN ACADEMY SOCIETY

PCAS Athletic Director Job Description

PCAS Vision

We will foster a Christ-centred culture of truth, grace, and love through the discipleship of all students and staff in order to serve PCA, our community and the world.

Ministry Mission

The Athletic Director is to provide the primary leadership for advancing the mission and vision of the Prairie Christian Academy Society (PCAS) in the context of our sports programming.

The mission of the Athletics program is for students to know Christ, to build Christ-like character, to develop integrity, athletic skills, discipline, teamwork and excellence in performance. Focus should be given to developing a program as well as to the Christian mentorship of our athletes. Athletics should function as an integral part of the total educational program.

Description

For this part-time position, we are looking for a Christ following, detail-oriented, organized individual to join our staff as our PCAS school Athletic Director. The responsibilities include fostering a gospel-saturated sport culture, organizing sports functions, recruiting and mentoring coaches, overseeing sports facilities, and organizing and communicating between parents, players and volunteers.

Qualifications:

- Active relationship with Christ
- Ability to work in partnership with a variety of groups
- Passion for sports and youth
- Passion for the use of sports to build Christ-like character into PCA athletics and our school
- Growing understanding of how young athletes should be developed
- Strong organizational, leadership, and communication skills
- Self-starter, self-initiative
- An understanding of tournament structure, seeding and organization
- Willing and signed commitment to Statement of Faith, Mission and Vision, Professional and Ethical Standards, and Philosophy of Christian Education of the Prairie Christian Academy Society
- Valid AB Driver's Licence – minimum class 5
- Obtain Plan to Protect certification, Driver's Abstract, RCMP and Social Services record checks



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Responsibilities

- Oversight and support of coaches
- Organizing and implementing the details to run a successful sports program
- Fostering a culture of integrating Christian discipleship in sport

Specific tasks may include:

- Scheduling and overseeing sports functions including practises, games, tournaments and fundraisers.
- Arranging travel logistics for all sports teams to attend away games.
- Work with the society team to continue to evaluate and innovate strategic vision for the PCA athletics program.
- Recruiting and mentoring coaches for all sports teams and managing the athletics department in partnership with the PCA principal and/or the PCAS Executive Director.
- Oversee needed equipment purchases in consultation with PCA staff and the PCAS E.D.
- Building community relations and handling media inquiries.(News paper ads, facebook, instagram).
- Ensure the school remains compliant with athletic rules and regulations.
- Fostering a culture of athletic development and competence school-wide. Using sport as an avenue for building Christ-like character and growing closer to God. Starting with the junior Sabres program through to high school, possibly intramural sports as well.
- Developing and implementing standards as to how we choose and operate our sports teams.
- Communicate with both students and parents regarding appropriate expectations for each level of competition.
- Organize coaches' meetings to review expectations and guidelines.
- Order and distribute athletic apparel for coaches and teams.
- Managing the athletics department's budget.
- Coach one sport per year

The Athletic Director will report to the PCAS Executive Director and work in close partnership with the Principal of Prairie Christian Academy.

Applications will be received until the position has been filled by a qualified applicant.

Please send your CV to david.amendt@ghsd75.ca.