

# Gateway Christian Academy

## Athletic Director Job Description and Responsibilities

### Objective:

The Athletic Director will oversee the daily operations of Gateway Christian Academy's athletic program, ensuring that all student-athletes, coaches, athletic staff, and game personnel uphold the school's mission and values. This position serves as a liaison between the middle school and high school directors and the Head of School, making key decisions that impact the athletic department.

In alignment with the **FCA 3Dimensional Coaching Philosophy**, the Athletic Director will lead a program that develops student-athletes **physically, mentally, and spiritually** while fostering a **spirit of excellence** in all aspects of competition and personal growth.

**As Scripture reminds us in 1 Corinthians 9:24, "Run in such a way as to win the prize," we will strive for excellence in competition while honoring Christ in all we do.**

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### Responsibilities:

The following duties will be performed under the supervision of the Head of School:

#### **Physical Dimension (Fundamentals & Operations) – Competing with Excellence**

- Oversee and manage the entire middle and high school athletics program.
- Hire, evaluate, and support coaches, ensuring alignment with the school's mission and values.
- Schedule athletic contests and confirm with opposing schools and officials.
- Arrange and coordinate transportation for games and practices when necessary.
- Ensure proper use, maintenance, and scheduling of athletic facilities.
- Oversee the athletic budget, including purchasing equipment, uniforms, and coaching resources.
- Organize game management personnel, including concessions, scorekeepers, and ticket sales.
- Work with local organizations (such as Parks and Recreation) for field and facility use.
- Ensure proper distribution, inventory, and maintenance of uniforms and equipment.
- Assist in athletic field/gymnasium preparation for games and practices.

## **Mental Dimension (Mindset & Development) – Training with Excellence**

- Mentor and develop coaches in leadership, team-building, and professional growth.
- Promote athletics to students and families, encouraging participation and engagement.
- Organize and oversee student recognition events such as end-of-season banquets and awards nights.
- Communicate effectively with parents, faculty, staff, boosters, and alumni regarding athletic department updates.
- Support and coordinate student-athlete leadership and discipleship programs.
- Oversee and assist with intramural programs to promote broader student participation.
- Ensure that students and coaches are informed of game changes, cancellations, and practice adjustments in a timely manner.

## **Spiritual Dimension (Heart & Purpose) – Competing for Christ**

- Lead the athletic program in alignment with Gateway Christian Academy’s mission to impact students for Christ.
- Ensure that all coaches integrate biblical principles into their leadership and interactions with student-athletes.
- Encourage student-athletes to see their sport as a platform to honor God and serve others.
- Foster a culture of **Christ-centered sportsmanship, teamwork, and integrity** that reflects our calling to compete with excellence for His glory.
- Partner with Fellowship of Christian Athletes (FCA) and other ministries to provide spiritual growth opportunities.
- Encourage and guide student-athletes to recognize their God-given potential and self-worth in Christ.

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### **Qualifications:**

- A strong, personal commitment to Christ and the mission of Gateway Christian Academy.
- Previous experience in athletic administration, coaching, or a related field.
- Strong leadership, organizational, and communication skills.
- A passion for mentoring student-athletes holistically—physically, mentally, and spiritually.
- Ability to work collaboratively with school leadership, faculty, parents, and students.

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This position is more than just managing athletics—it is about **building young men and women for Christ through sports**, encouraging them to **compete with excellence and glorify God** in all they do.