



Job Title: Athletic Department - Assistant to the Athletic Director (Full-Time)

Reports to: Athletic Director

Department: Athletics

Qualifications and Skills:

- Organization and scheduling skills
- Office Word and Excel skills
- Strong communication skills
- Administrative skills
- Exhibit a love for students and faculty, appreciate and uphold Cary Christian's mission, and personally embrace our statement of faith

General Duties Include:

- **Logistics:** Weekly game confirmations, schedule competitions and practice schedules for teams, coordinate offsite rentals for practices/games/matches
- **Special Events:** Schedule and coordinate special events, work with event planner for game day experiences
- **Branding:** Spirit store order placing and distribution and physical store staffing
- **Uniforms:** Assist in inventory, distribution, and collection of uniforms
- **Communication:** Manage website and weekly communication media utilized by the athletic department
- **Eligibility:** Load rosters and assist in managing eligibility paperwork
- **Summer Camp Director:** Register campers, oversee scheduling, coordinate logistics

Availability and Compensation: Monday through Friday, somewhat flexible schedule

Salaried position.