ATHLETIC DIRECTOR

Bishop Hoffman Catholic School, a k – 12 school in Fremont Ohio seeks a dynamic leader to guide and grow the school’s sports programs, integrating the school’s mission and fostering the growth and development of student athletic programs.

JOB OVERVIEW

The responsibilities of the Athletic Director include but are not limited to:

* Understanding of Catholic education, mission and school culture.
* Active and practicing Catholic, lead and make decisions rooted in Catholic faith.
* Oversee and manage all athletic programs, ensuring alignment with youth programs as well as OHSAA and league regulations and rules.
* Serve as a visible, engaged leader within the school, communicating athletic program vision, promotion of programs, and expectations to all stakeholders.
* Promote sportsmanship, teamwork, and personal responsibility among students, and coaches while building a positive, inclusive sports culture.

ESSENTIAL DUTIES

* Recruit, train and support coaches for various sports system wide.
* Develop practice and game schedules; coordinate student-athlete registrations and compliance.
* Organize and supervise school-hosted events and maintain facilities and equipment.
* Serve as BHCS representative with League organizations.
* Promote proper conditioning programs in partnership with coaches for each sport.
* Collaborate with school administration and Boosters on program development, fundraising, and facility needs.
* Ensure that coaches and players adhere to codes of conduct and safety protocols.
* Ensure all coaches have proper training and certifications.

QUALIFICATIONS

* Bachelor’s degree
* 1 – 2 years’ experience in teaching/coach youth sports; administrative or leadership role in athletics preferred.
* Strong understanding of youth sports, coaching, and officiating.
* Excellent organizational, relationship-building, and communication skills.
* Flexibility for evening and weekend events.
* Understanding of Catholic education, mission and school culture.

Please submit your cover letter, resume including 3 professional references to Kimberly Cope, Head of School, Bishop Hoffman Catholic School.