



PENOBSCOT CHRISTIAN SCHOOL

POSITION:	Athletic Director
STATUS:	Part Time Employee
PAY RATE:	\$10,000/year
HOURS:	10 hrs/wk year-round*
REPORTS TO:	Head of School

*It is understood that depending upon the time of year, the hours worked per week will vary above and below the average.

ROLE OVERVIEW:

The Athletic Director (AD) is an administrative employee responsible for the operation and development of athletics and athletic feeder programs for the students at Penobscot Christian School (PCS).

PROGRAM DESCRIPTION:

Athletics at PCS is an important part of the educational experience. As a parent sponsored school, PCS strives to provide as many opportunities for students to participate in interscholastic events in the state of Maine as is reasonably possible. Thus, PCS will offer the athletic programs that reflect the enrollment and interests of our families.

PCS is a member of the Maine Christian School Athletics League and Maine Principals' Association for high school sports and the Penquis League and Eastern Maine Middle School Track League for middle school athletics. PCS is also a classical school, and this philosophy of education should be reflected in our athletics as well.

The Grammar phase of athletics includes learning the fundamentals of the sport, the Logic phase includes the application of those skills as they are integrated into plays and exercised in game situations, and the Rhetoric phase should include the development of communication and teamwork that enables the athletes to go beyond

basic skills and plays and exercise creativity and push towards true mastery of the sport.

Finally, as in all things we do as Christians, athletics is not an end to itself. On the contrary, athletics is a means for us to glorify our great Lord and Savior Jesus Christ, represent PCS well to the outside community, and to help our students grow physically, mentally, and spiritually.

JOB RESPONSIBILITIES:

- Set the tone for all athletic competition at PCS as an opportunity to learn the valuable life lessons that sport can teach while keeping the primary goals of glorifying God and representing PCS well to the community at the forefront.
- Lead by example and inspire the highest level of sportsmanship, pursuit of excellence with godliness and Christ-like care for each PCS athlete from all athletic staff, participants, parents and fans.
- Communicate, communicate and communicate again with parents, coaches, administration, referees, other schools, league representatives, etc.
- Foster a good working relationship with the Head of School.
- Facilitate conflict resolution as it arises using the principles of Matthew 18 in accordance with school policy.
- Ensure that the athletic programs of PCS comply with all state, league, and MPA guidelines for competition.
- Oversee and implement the transition of the high school athletics programs to full participation in the MPA for both soccer and basketball for the 2024-25 athletic season.
- Once the transition is complete, develop and maintain good relationships and quality communications with the athletic directors from the other schools in the MPA class to which we are assigned.
- Work with other MPA schools to facilitate individual cooperatives as the needs arise (swimmers, hockey players, football etc).
- Attend all league meetings and actively advocate for policies that are fair and in the interests of PCS and its students. If the athletic director is unable to attend a league meeting, he/she should arrange for a delegate (coach/parent/administrator) to attend instead.

- Set and maintain schedules for all team sports. Clearly communicate game schedules, changes to schedules, playoff schedules and other pertinent information to the school community in a timely manner.
- Maintain current athletic policies and clearly communicate these policies to the school community. Be willing and able to make suggestions for necessary adjustments to athletic policy to the Head of School as the programs at PCS develop.
- Work together with the Head of School to create an athletic budget. This budget should include funds for maintenance of athletic fields and gym floor/baskets etc.
- Recruit and present competent coaches with a strong commitment to the school, its statement of faith, its mission, and its athletic program to the Head of School for approval.**
- Ensure that coaches have completed the necessary application, contract and background check.
- Ensure that all PCS coaches have current First Aid/CPR certification.
- Supervise and evaluate coaches based on their performance and ensure that they meet all state and league requirements for coaches. This should include attending at least one practice for each team per season.
- Attend the annual parent orientation and give a report on athletics at the annual Association meeting.
- Schedule and facilitate MANDATORY parent meetings prior to each sports season.
- Set and maintain schedules for all team sports. Clearly communicate game schedules, changes to schedules, playoff schedules and other pertinent information to the school community in a timely manner.
- Schedule and organize sports recognition awards events.
- Maintain a good working relationship with the referee assignors for each sport.
- Schedule referees for all PCS athletic contests.
- Work together with the finance office to ensure all referees are compensated in a timely manner.
- Be present at all home PCS athletic events. If unable to be present, the AD will be responsible to secure an administrative representative to be at home contests.

- Secure and maintain adequate athletic equipment and supplies including uniforms, first aid kits, paint, etc.
- Coordinate with the PCS Booster Club as necessary
- Assure home fields and facilities are prepared for competition.
- Be responsible (either personally or by delegation) to ensure that all facilities are cleaned up and closed properly after the last practice of the day and after home contests.

**The athletic director will make suggestions regarding the approval of new coaches or the dismissal of current ones BUT final approval or dismissal of a coach is the responsibility of the Head of School.

REQUIRED SKILLS OR EXPERIENCE:

- A consistent Christian testimony and unreserved assent to the PCS statement of faith, the mission of the school, and the philosophy of athletics
- A passion for athletics and the positive role coaches and team sports can play in a student's life development
- Friendly, conscientious, and professional demeanor; teachable spirit
- Experience in an administrative capacity or equivalent life experience
 - Experience as an athletic coach on any level
 - Ability to handle conflict in a mature, Biblical manner
 - Detail oriented and organized
- Excellent written, oral, and electronic communication skills
- High school diploma (at minimum)
- Submitted and approved application
- Satisfactory background check

Strongly Preferred

- A long-term relationship with Penobscot Christian School and familiarity with its students, values, and traditions
- A familiarity with or experience in the field of athletics or athletics administration

ABOUT PENOBSCOT CHRISTIAN SCHOOL:

[Penobscot Christian School](#) is a classical Christian school in Bangor, Maine. We help Christian families fulfill their responsibility to provide a Biblically-based, Christ-centered education characterized by academic excellence. We cultivate students who love God, discern truth, and value beauty.

Penobscot Christian has 3 distinctives: We are parent-sponsored; we follow the classical model of education; and we demonstrate a commitment to faith.

As the Athletic Director, you will report directly to the Head of Logic and Rhetoric School and Head of School.

HOW TO APPLY:

[Click here to complete the online application](#). Accepting applications until the role is filled. If you prefer a physical application, please email officemanager@penobscotchristian.org.