

Job Title: Assistant Athletic Director of Operations and Marketing

Department: Athletics

Reports To: Athletic Director

Classification: Exempt – 12 month employee

Benefits: Applicable per designated classification

Westminster offers more than 33 different middle school, junior varsity, and varsity sports teams including football, basketball, swimming, volleyball, softball, baseball, golf, tennis, bowling, track and field, middle and high school cheer squad, high school dance team, and much more. With 16 unique sports and qualified coaches whose primary mission is to help student-athletes build better men and women for Christ, this is where the real magic happens when it comes to discipleship.

Students are encouraged to try a variety of team and individual sports to see what they enjoy most. If they choose to participate in athletics programs, they will spend time on the practice field and on road trips with their teammates and coaches. This setting provides the ideal opportunity for relationship building and mentorship.

We love to win, but we don't let that define us! We are committed to training our student-athletes to be excellent in all things while instilling a desire to impact the world for the glory of God.

Key Responsibilities:

- Planning and implementing the maintenance schedules for all athletic facilities
- Planning details of practice, games, travel, equipment, and scheduling
- Develops a system of athletics inventory and storage
- Develops the strategic plan for social media, and media marketing
- Develops the rotation and plan for new uniforms for sports teams
- Facility requests
- Coordination with Grounds and Facilities Personnel
- Communication with opponents, visiting fans, and schools
- Supports head coaches in the documentation of their individual programs- annual calendars and checklists, school records, and historical archives
- Develops reports used by accreditation organizations and outside athletics assessments
- Plans summer sport camps alongside the Varsity Coaches

Professional Responsibilities:

- Maintain current AHSAA coaching certifications.
- Pursue and obtain NIAAA certifications.
- Complete administrative tasks and attend meetings punctually.
- Uphold Westminster's professional dress code and communication standards.
- Foster strong relationships with the Westminster community, including students, families, and staff.
- Demonstrate a positive, enthusiastic attitude and support administrative decisions.
- Participate actively in professional development, school events, and department activities.

Community Relations:

- Represent Westminster's mission through professional and personal conduct.
- Communicate effectively and promptly with parents and stakeholders.
- Engage with students beyond the basketball program, showing interest in their holistic development.
- Model Christ-like behavior and highlight spiritual growth within the team.

Spiritual Formation:

- Maintain an active, growing relationship with Jesus Christ.
- Demonstrate spiritual maturity and a passion for mentoring and discipling students.
- Actively participate in a local evangelical church.
- Build authentic relationships with student-athletes, fostering an environment of respect, trust, and discipleship.

Qualifications:

- Bachelor's degree (B.A. or B.S.) from an accredited four-year college or university.
- Alabama State Certification preferred but not required.
- Proven coaching experience with a track record of program development and leadership.
- Strong interpersonal, communication, and organizational skills.
- Commitment to Westminster's mission and values.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.