



PRESBYTERIAN CHRISTIAN SCHOOL

103 W.S.F. TATUM DRIVE, HATTIESBURG, MS, 39401

WWW.PCSK12.ORG

601-599-0444

Presbyterian Christian School - Athletic Director

Presbyterian Christian School exists to provide a comprehensive college preparatory education distinguished by a biblical worldview to equip students with the moral integrity, intellectual capacity, and social conscience to impact the world for Christ.

Job Title: Athletic Director

Responsibilities:

- Develop, manage, and execute the overall vision of the PCS Athletic Department in support of the greater mission of PCS.
- Coordinate from start to finish both the proper development and the proper funding of the athletic department budget through fundraising, sponsorships, Booster Club participation, forward-thinking event planning, and other means as falls within the mission of the athletic department.
- Lead athletic staffing efforts to ensure PCS student athletes are lead by qualified, godly individuals who are capable of developing them both on and off the field.
- Coordinate, along with the athletic assistant, the scheduling of referees and officials for all home PCS athletic contests.
- Manage either directly or indirectly the logistical process of setting up and breaking down any gates, equipment, advertising, etc necessary for athletic contests.
- Oversee the proper care and maintenance of PCS athletic facilities, ensuring both a safe environment and a clean aesthetic.
- Along with Director of Game Day Administration and athletic assistant, oversee the scheduling of game administrators for any PCS athletic events in which MAIS officials are in use.
- Serve on the PCS administrative team in order to help coordinate and support the execution of the Mission of PCS.
- Oversee and coordinate the scheduling of all PCS athletic contests.
- Assist in the planning, coordination, and execution of both sport-specific and departmental fundraisers to ensure effectiveness.

- As needed, help facilitate the proper means of conflict resolution following the biblical model shown in Matthew 18.
- Attend MAIS District Athletic Director meetings in order to bring forward and lobby for items which are in the best interests of PCS.
- Serve on the steering committees, often as chair, for any capital campaigns developed for the funding of athletic department facilities (or other similar large scale projects)
- Help manage the integrity of school and department contracts in the vein of, but not limited to, apparel, branding, beverage, and food.
- Hold regular athletic staff meetings in order to continue to push forward the effective execution of that missions of the athletic department and school.
- Conduct yearly departmental reviews in order to provide concise and honest feedback, ensuring the proper accountability and edification of all working within the department.
- Create monthly reports for the PCS Head of School and Board of Directors describing both the short-term and long-term affairs within the Athletic Department.
- Perform other duties as assigned.

Critical Performance Competencies:

- Flexible and adaptable in dealing with new, different or changing requirements
- Strong leadership, relationship-building, and mentoring skills
- Effective in handling multiple concurrent tasks
- Proficient in industry standard technology programming and willingness to adapt and learn as our school grows and improves
- Excellent oral and written communication skills
- Ability to communicate effectively with students, families, colleagues, and administration
- Adherence to Biblical standards in all areas of conduct, living a life unto the glory of God both at work and away from work
- Ability to physically perform tasks as required
- Attention to accuracy, confidentiality, details, and deadlines
- Ability to work collaboratively with individuals and groups
- Ability to attend events on the weekend and evenings as needed
- Hold self and others accountable to accomplish results

Qualifications:

- Bachelor's degree or higher is preferred
- Athletic leadership or coaching experience

Interested parties should send in a PDF of their resume and PDF of their cover letter to Human Resources (HumanResources@pcsk12.org).