



Catholic Diocese of Evansville
Catholic Schools Office
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School Name: [Reitz Memorial](#)

Contact Name: [Christian Mocek](#)

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Date Posted: [5/2/2023](#)

Date Closed: [6/1/2022](#)

Job Type: [Non Certified](#)

Employment Type: [Full-Time](#)

Title/Position: [Other](#)

Grade Level/Subject Area:

Start Date: [7/1/2023](#)

Job Description/Responsibilities:

Candidate Profile

The Director of Athletics is a member of the Administration Team and oversees all aspects of a dynamic and successful athletics program comprised of 36 boy's and girls' teams. The Director of Athletics supervises, trains, and develops all coaches and athletic staff, manages the athletic budget, and works closely with students, parents, faculty, administration, and alumni. Memorial High School seeks a visionary program builder who develops deep relationships, sets a high guiding standard, and possesses a roll-up-the sleeves approach. The ideal candidate will be a demonstrated leader with a passion for high school athletics and a collaborative strategic thinker.

The Director of Athletics will be responsible for the following:

- Assist in the selection, assignment, and performance management of athletic coaches.
- Evaluate all head coaching personnel and the performance/state of each sport program.
- Comply with National, State, County, League, School, and Diocese of Evansville regulations as they apply to coach eligibility standards.
- Supervise activities associated with concessions, ticket sales, athletic events, and the maintenance of sports equipment, minibuses, and play/practice areas.
- Works collaboratively with the President, Director of Finance and Operations, and the Maintenance Supervisor on grounds and athletic facilities maintenance and improvements.
- Serve on Board for Athletic Boosters Club to oversee fundraising campaigns.
- Point of contact for media inquiries relating to sport events.
- Develop the year's comprehensive schedule for all athletic events.
- Contract with certified athletic officials and maintains contracts.

- **Oversee awards night, pre-season parent meetings, Senior Nights, half-time activities, team photos, sports programs for home games, and assist with Homecoming activities.**
- **Managerial oversight of students' academic eligibility to participate in sports, and adherence to meeting IHSA requirements for physicals.**
- **Approve requisitions for overnight travel – ensuring all paperwork is completed and proper chaperones are used.**
- **Coordinate with the Director of Finance and Operations to ensure proper insurance coverage for student athletes; make insurance arrangement for the athletic events conducted at all sport venues used by RMHS.**

Preferred Qualifications

- **Minimum five years progressive athletic leadership experience or other relevant experience.**
- **Bachelor's Degree or Above (master's degree preferred) in Sports Management, Administration, Athletic Administration, or related field.**
- **Excellent verbal and written communication skills.**
- **Must have or be willing to obtain a National Interscholastic Athletic Administrators Association Certification.**

Compensation and Benefits

Reitz Memorial High School offers competitive salaries commensurate with experience. Benefits include health and life insurance, employer-matched retirement plan, generous vacation and sick leave, professional development opportunities and more.

Qualifications:

Bachelor's Degree or Above (master's degree preferred) in Sports Management, Administration, Athletic Administration, or related field.

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at cs@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>