

ASSISTANT ATHLETIC DIRECTOR - Communication & Facilities/Inventory

- Oversee horizontal and vertical program alignment for one "season" of sports: Fall, Winter, or Spring
- Send out athletics email communication, as needed
- Order of coach shirts & uniforms
- Assist AD in completing stipend sheets for coaches and mail to coaches for signature, depending on stipend process for that year
- Prepare official's binder
- Initiate end of season meeting with Logic/Rhetoric coaches
- Maintain Logic/Rhetoric Annual Athletic Parent Meeting information
- Attend TAPPS meetings
- Prepare athletics calendar for May calendaring meeting
- Schedule games for Logic/Rhetoric School sports
- Confirm Logic/Rhetoric School games and location with opponent
- Attend parent meetings
- Administer Coaches Evaluations
- Available as bus driver
- Maintain athletic facility repairs, routine maintenance, and improvements
- Maintain on campus athletic facility schedule (gym, fields, etc.)
- Maintain athletic rentals from 3rd parties
- Request keys for coaches
- Maintain athletic facility vendor list
- Maintain and establish protocols for distributing and collecting practice and game uniforms
- Establish Coaches Corner podcast/video series
- Work alongside and coordinate with Covenant's Development office with sponsorship program
- Work alongside and coordinate with Covenant's CCO for athletics
- Maintain and Update Athletic Social Media Posts
- Game Administrator
- Assist AD with other duties as requested