

## **St. Brigid of Kildare Catholic Church**

### **Parish Athletic Director**

**Full-Time: average 30 hours/week**

St. Brigid of Kildare Church, located at 7179 Avery Rd in Dublin, is seeking a Parish Athletic Director.

#### **Position Overview:**

The Parish Athletic Director is responsible for the administration, direction and supervision of the Saint Brigid of Kildare Catholic Youth Organization (CYO) according to the Charter and Bylaws of the Diocesan CYO Program. This person will report directly to the Pastor and will animate the mission and values of the Catholic Church while possessing the skills to manage a sports program.

#### **Specific Job Responsibilities:**

- Offer registration for CYO team sports in all seasons, organizing and maintaining eligibility rosters, team entry forms, parent consent and all other required forms.
- Account for all program fees, payments and accounting in accordance with Diocesan financial records requirements. Pay registration and member fees by declared deadlines. Prepare an annual budget, to be submitted and approved by the Pastor.
- Recruit, screen, train, supervise and evaluate all Saint Brigid CYO volunteers and coaches. Establish a volunteer management system and provide site personnel at all hosted events.
- Coordinate practice schedules, team composition, tournament or event participation, and program logistics according to the Diocesan Charter and Bylaws.
- Assure all practices, games, sanctioned events and competitions have appropriate adult supervision according to safe environment standards of the Diocese of Columbus.
- Order, distribute and collect uniforms and equipment and assess safety and suitability for use on a seasonal basis.
- Communicate accurate CYO information to parents, athletes, coaches, staff, etc. in a timely manner via internal and virtual communication channels.
- Communicate black-out dates to the Diocesan CYO Director.
- Follow and implement safety protocols, check facilities and equipment for safe use. Implement preventative and responsive protocols for injuries and incidents at CYO practices and games. Complete and submit online CYO Incident Reports within 48 hours of an incident. Review program operation to promote player safety.
- Organize and implement fundraising events or special events only with the Pastor's approval.
- Attend and report current activity and issues at monthly staff and quarterly Steering Committee meetings.

#### **Position Details:**

This is a full-time position and is eligible for health and savings benefits. Hours are expected to average 30 hours/week. There will be times when work demands are higher and other times much lower.

#### **How to Apply:**

Interested candidates should submit their resume and cover letter to Becky O'Connor, at [boconnor@stbrigidofkildare.org](mailto:boconnor@stbrigidofkildare.org).

