

Position Description: Assistant Athletic Director

Veritas Christian Academy, located in majestic Fletcher, North Carolina, is seeking to hire an **Assistant Athletic Director** for the 2026-27 school year. Our ideal candidate will have a minimum of one year of relevant experience in coaching and administration/organization of athletic programs, while possessing a broad knowledge of all sports, and holding a BA or BS degree. Under the supervision of the Athletic Director, the Assistant Athletic Director supports the Athletic Director in overseeing the operation of Veritas' athletic programs. The Assistant Athletic Director is responsible for seeing that high standards of professionalism, communication, and organization are maintained within the department.

SUPERVISOR Athletic Director

EMPLOYMENT CLASSIFICATION 12-month, full-time

OVERVIEW OF RESPONSIBILITIES:

- Works with the Athletic Director to implement the athletic policies and programs of the school.
- Helps the Athletic Director coordinate all events of the athletic program.
- Enforces all Veritas policies relating to the conduct of athletes and participation in athletics.

MAJOR RESPONSIBILITIES:

- Manage information sharing, coordinating with Veritas' Communications Director in order to update social media accounts to advertise events, results, and accomplishments of the Department and participants (athletes and coaches).
- Responsible for inputting and modifying team, rosters, game schedules, tournament entry fees, and forms.
- To assist the Athletic Director with the onboarding of new coaches.
- Collect, from coaches, seasonal individual award winners: order trophies; Varsity, Athletic, All-Conference, and Academic All-Conference certificates; senior awards; special recognition, National Letter of Intent signing, and other ceremonies.
- Organize and arrange team and individual photos for the Athletic Department website and yearbook.
- Assist the Athletic Director in organizing and supervising the gates, parking, seating, and crowd control when asked by the Athletic Director.
- Attend home contests as necessary and/or when needed.
- Periodically produce or share educational materials with coaches, and compliance and rule updates.

GENERAL RESPONSIBILITIES:

- To assist the Athletic Director in ensuring that practices, games, matches, etc., are all conducted with concern for the safety of student athletes and spectators.
- Responsible for communications to parents, students, faculty, and upcoming events. • To assist in supervising and evaluating all coaches and other personnel involved in the athletic program at all levels.
- To oversee and approve, along with the Athletic Director, the eligibility of all student athletes,

including physical examinations and transfer students' required paperwork.

- Update and review athletic policies and make changes as necessary.
- Schedule and coordinate the transportation schedule of our bus/van fleet.
- Summer Camp website utilization and registration.
- Be willing to be CDL trained.
- Duties as assigned.

ADDITIONAL INFORMATION:

- Applicant should have a B.S. degree minimum, and one year of relevant experience in coaching and administration/organization of athletic programs.
- Please send a resume and a cover letter to Ms. Karin Strole at kstrole@veritasnc.org