



# Diocese of Fort Worth Position Description

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**Position:** **Diocesan Athletic Director**  
**Date Revised:** March 14, 2022  
**Reports to:** Superintendent of Schools  
**Location:** The Catholic Center  
800 West Loop 820 South  
Fort Worth, Texas 76108-2919  
[www.fwdioc.org/employment](http://www.fwdioc.org/employment)

**General Position Summary:** The Diocesan Athletic Director collaborates with schools to support athletic program planning and execution. The director communicates with parents upon request and ensures that all protocol outlined in the Athletic Handbook is followed accordingly across diocesan schools. The director also oversees scheduling and running the Diocesan Sports League for the DFW elementary schools and oversees that all volunteers are current with their Play Like a Champion Today certification, facilitating training sessions as needed.

## **Principal Accountabilities:**

- Responsible for being up to date with athletic policies and procedures at each of the schools across the diocese.
- Communication with each of the High School Athletic Directors and elementary schools about policies and procedures of the Diocesan School's Office.
- Create, maintain, and update the Athletic Handbook for the elementary schools and Diocesan Sports League.
- Schedule and Administer the Diocesan Sports League for the DFW elementary schools. This includes making sure each game has referees and is up to date on team fees and gate fees paid to the Diocesan Athletics Office.
- Provide assistance and possibly coach the FWCFCA tackle football program and the FWDIOC volleyball and basketball teams.
- Facilitate the Play Like A Champion Today Sportsmanship Program for the Diocese including holding trainings for parents and coaches along with keeping up with the PLAC Coaches Peer Review after Diocesan League Games.
- Coach and/or mentor coaches, sports coordinators, principals
- Provides for the safety and well-being of student athletes by implementing safety guidelines
- Maintains athletic inventory and coordinates the ordering process for new equipment and uniforms for middle school Diocesan sports.
- Coordinate the Diocese athletic calendar.
- Mentor coaches, sports coordinators, principals, and parents regarding discipline actions in the leagues.
- Responsible for all other projects, tasks, etc., as assigned.

## **Travel Requirements:**



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- Regular travel required mainly within the Diocese of Fort Worth.

### **Education and Experience Preferred:**

- Bachelor's degree in Education, Physical Education or Liberal Arts.
- Teacher's or coaching-related certification
- Experience in education, coaching, or related field

### **Knowledge and Skills Preferred:**

- Knowledge of the physical fitness and skill levels of adolescent physical development.
- Knowledge of coaching techniques and rules of sports.
- Knowledge of equipment procurement and maintenance.
- Advanced to intermediate knowledge of Microsoft Suite and Google Docs.
- Able to work independently and self-motivate.
- Able to communicate effectively in both written and verbal form.
- Able to work well with others in the school community.
- Ability to coordinator, train, and supervise coaches.
- Skill in handling multiple tasks simultaneously.
- Skill in motivating and engaging student athletes.
- Skill in organizing and relating information in an understandable format.
- Skill in job appropriate technology.
- Skill in critical thinking and planning.

### **Working Conditions and/or Physical Requirements:**

- This position works in a typical office, gym, field, and school environment.
- Required to work many nights and weekends at various locations mainly within the Diocese of Fort Worth.
- Required to manage high to moderate levels of stress.



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<hr/> Employee Signature	<hr/> Date
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***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***