



JOB DESCRIPTION — ASSISTANT ATHLETIC DIRECTOR

Reports To: Athletic Director
Department: Athletics
Location: Bishop Fenwick High School
Employment Type: Full-Time, Exempt

About Bishop Fenwick High School

Bishop Fenwick High School is a private, Catholic, coeducational, college-preparatory high school serving the Middletown, Ohio community since 1952. We believe education should inspire, challenge, and empower. Our approach blends strong academics with a vibrant faith tradition, encouraging students to connect knowledge with purpose and action. We aim to graduate young people who are prepared to excel in a complex world and who are motivated to make it better. At the heart of our mission is the formation of students grounded in faith, integrity, compassion, and service.

Position Summary

The Assistant Athletic Director (AAD) manages the day-to-day coordination and operational requirements of the athletic department. This role ensures all programs remain in compliance with the Ohio High School Athletic Association (OHSAA) and Archdiocese of Cincinnati regulations while providing high-level administrative support to coaches, students, and families. The AAD is responsible for the "front-line" execution of the athletic schedule, ensuring that every event and team activity reflects the standards of Bishop Fenwick High School.

Qualifications

- Bachelor's degree in education, sports management, athletic administration, communications, business, or a related field required; Master's degree preferred
- High school athletic administration, coaching, education, or related leadership experience preferred
- Working knowledge of policies, rules, and regulations established by OHSAA, league/conference standards, the State of Ohio, and school policies
- Valid licensure/certification as required by the Ohio Department of Education and/or OHSAA, including a valid Pupil Activity Supervisor Permit/Certificate, or the ability to obtain one
- Must pass Ohio BCI and FBI background checks
- Experience with or willingness to learn platforms such as FinalForms, Hometown Ticketing, DragonFly, Hudl, Box Out Sports, and athletic website/social media tools; proficiency with Microsoft Office products and Google calendar

Essential Qualities

- Demonstrated ability to manage multiple priorities, meet deadlines, and perform with an elevated level of organization and professionalism
- Ability to work efficiently, accurately, and independently
- Proactive mindset and willingness to take initiative
- Strong problem-solving ability and sound judgment
- Strong written and verbal communication skills, including producing and managing polished, accurate, and professional public-facing communication on behalf of the athletic department
- Excellent organizational skills and follow-through
- High moral character, integrity, discretion, and professionalism
- Support Fenwick's Catholic mission and willingness to help foster a faith-filled, student-centered environment
- Collaborative spirit and willingness to support the athletic department in a wide variety of ways and coordinate with our administrators
- Flexible and adaptable personality in a fast-paced environment with frequent schedule changes
- Commitment to improving the student-athlete experience and supporting coaches, families, and the broader Fenwick community
- Creative and open to innovative ideas that can strengthen communication, event presentation, operations, and department growth



Primary Responsibilities

- Assist the Athletic Director (AD) in the overall organization, administration, and supervision of the athletic department
- Collaborate with the AD to establish department goals, priorities, systems, and procedures that support the mission and growth of Fenwick Athletics
- Support our culture of excellence through accountability, responsiveness, and professionalism across all athletic programs
- Plan, coordinate, and supervise home athletic contests, tournaments, and special events
- Serve as an on-site administrator and school representative for home events and act as a host for officials, visiting teams, workers, and guests
- Coordinate and supervise event staff, site managers, ticket workers, security, parking, medical coverage, announcers, scoreboard operators, and other game personnel as needed
- Support the AD in creating a first-class game day and event experiences that reflect positively on Fenwick Athletics and the school community
- Monitor and guide the coordination of athletic schedules, contest contracts, transportation arrangements, practice schedules, and facility use calendars
- Coordinate with coaches, school personnel, transportation providers, officials, and visiting schools to ensure smooth execution of daily and seasonal logistics
- Maintain and update shared calendars and facility schedules for athletic spaces and outside usage as assigned
- Ensure student-athlete eligibility, required documentation, physicals, waivers, and emergency forms are completed and maintained appropriately
- Maintain accurate, timely, and organized athletic records, contracts, rosters, inventories, statistics, awards information, and departmental files
- Champion and enforce departmental procedures and expectations with coaches and staff
- Assist in ensuring clear, timely, accurate and professional communication with students, families, coaches, faculty/staff, officials, alumni, media, and community stakeholders and in alignment with the Fenwick brand.
- Assist in promoting Fenwick Athletics through storytelling, recognition, special events, and communication that highlights student-athletes, coaches, and program success
- Support athletic department initiatives that positively impact school culture, community engagement, student retention, and enrollment
- Optimize and lead the continuous improvement of department systems, communication flow, and operational efficiency to enhance event presentation and community engagement.
- Assist the Athletic Director in supporting, supervising, and evaluating coaches, athletic programs, and related personnel
- Support coaches in operational needs such as scheduling, transportation, rosters, facilities, awards, supplies, and event preparation
- Manage all aspects of ticketing operations and game revenue procedures through Hometown Ticketing or other systems used by the department
- Create and maintain inventory, tracking, purchasing processes, and organization of department materials and equipment as assigned
- Coordinate and organize end-of-season awards, special recognitions, senior nights, department events, and related materials
- Perform other duties as assigned by the Athletic Director or school administration

Working Conditions

- Consistent office schedule and variable non-office schedule based on athletic seasons, events, and school needs
- Frequent evening and weekend responsibilities as determined by the Athletic Director, athletic calendar, or school administration
- Frequent standing, walking, climbing stairs, bending, crouching, reaching, speaking, hearing, and lifting in support of athletic events and department operations
- Occasional lifting, carrying, pushing, or pulling of equipment and supplies up to 40 pounds; ability to push or pull heavier items with assistance/equipment
- Occasional exposure to inclement weather, bodily fluids, and emotionally charged situations
- Occasional operation of a vehicle in varying weather conditions

Bishop Fenwick High School is an Equal Opportunity Employer. As a Catholic institution, we reserve the right to consider religious affiliation as a factor in employment decisions, where pertinent to the role and as permitted by law. This job description does not constitute a contract. Duties and responsibilities may be adjusted as needed to meet school priorities. All offers of employment are contingent upon successful completion of required background checks and compliance with Archdiocesan and state regulations. We will provide reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.