



### Position Description

<b>Position Title:</b>	Director of Activities
<b>Reports to:</b>	Principal, Lourdes High School
<b>Direct Reports:</b>	Activities Office Coordinator, Head Coaches, Youth Basketball Coordinator
<b>Provides work direction to:</b>	Activities Office Coordinator, Head Coaches, Youth Basketball Coordinator
<b>Receives work direction from:</b>	Principal, Lourdes High School
<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	July 1, 2025
<b>Schedule:</b>	12 months, Full Time.

*The nature of the work and the school's schedule of activities requires scheduling flexibility, and the incumbent will work with the principal to arrange a schedule that meets the needs of both Lourdes High School and the individual.*

<b>Benefit Eligible:</b>	Yes
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**PURPOSE OF THE POSITION:** This 12-month administrative position is responsible for providing direction, coordination, and support of all athletic and extracurricular activities (interscholastic as well as intrascholastic) for grades 7-12 at all Rochester Catholic Schools sites/campuses.

**WORKING IN THE CATHOLIC CHURCH (\*):** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is preferred that this employee be an active, participating Catholic.

## **1) GENERAL RESPONSIBILITIES (\*):**

- To be present, on time and ready for work at all times that the position requires. Including recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees, volunteers, and the parishes.
- Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- Maintain professional standards of confidentiality.
- Recognize, foster and maintain appropriate boundaries with fellow employees, families, parents/guardians, students, visitors and vendors.
- Develop and maintain productive, collaborative and appropriate work relationships in all settings.
- Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor

## **2) ESSENTIAL RESPONSIBILITIES (\*):**

- Program Philosophy and Identity
  1. Upholds and models a moral and ethical code consistent with the teachings of the Roman Catholic Church and the mission of Rochester Catholic Schools.
  2. Ensures that all activities, student affairs and policies and procedures reflect the Catholic identity and promote the mission of Rochester Catholic Schools.
  3. Promotes the integration of faith in all aspects of activities and extracurricular programming in the school and the community at large.
  4. Participates actively in staff retreats, school and system liturgies, prayer services, service programs, and staff formation programs.
  5. Collaborates with Lourdes High School administrative team in the spiritual formation of all coaches, advisors, and volunteers of extracurricular programming.
  6. Articulates the Rochester Catholic Schools' philosophy that coaching/advising/directing is understood to be an authentic ministry of the Church.
  7. Interacts in a positive and professional manner daily with students, parents, faculty and support staff at all Rochester Catholic Schools sites.

8. Ensures full compliance with Diocese of Winona Safe Environment policies, procedures, rules and regulations.
- Administration and Management
    1. Responsible for coordination, management, and oversight of all athletic activities, including varsity and sub-varsity level sports, intramural sports, clubs, and youth programs sponsored by or associated with Rochester Catholic schools.
    2. In collaboration with the Lourdes High School principal, responsible for the hiring, supervision, evaluation, training and separation of all coaches, advisors and Office of Activities support staff personnel.
    3. Responsible for the training, ongoing supervision and annual/seasonal evaluation of volunteers.
    4. Ensures full compliance with Minnesota State High School League (MSHSL) and Hiawatha Valley League (HVL) membership, practices, procedures, rules, regulations, and financial obligations.
    5. Collaborates with the Hiawatha Valley League athletic and activities conference.
    6. Collaborates with community-based organizations for purposes of providing extracurricular opportunities for school-aged children.
    7. Manages all athletic and non-athletic events including set up/clean-up of venues, coordination of officials/judges/moderators/workers, scheduling of transportation, and game day/event staffing and management.
    8. Facilitates meetings with coaches, advisors, applicable department staff, students and parents in a manner which promotes productive dialogue and positive outcomes.
    9. Supports, promotes and actively engages in athletic and fine arts booster programs.
    10. Works with coaches, advisors and trainers to support and ensure the physical well-being and safety of students.
    11. Maintains a safe environment for students and spectators at all events.
    12. Ensures all equipment is up to date and safe for student use.
    13. Ensures proper care and storage of all equipment.
    14. Responsible for the scheduling of activities and reservation of physical facility space.
    15. Maintains up-to-date records of injuries, eligibility status, and provides analysis of information to the principal as needed.
    16. Ensures the development and implementation of policy regarding student academic eligibility.
    17. Works with coaches, advisors, directors, and teachers to promote academic and behavioral performance by activity participants.
    18. Collaborates with the building and grounds staff on the maintenance of all athletic facilities, fine arts facilities, to ensure that facilities are clean and safe for spectators and participants.
  - Business and Finance
    1. Works with the Lourdes High School principal in providing budget recommendations for athletic and activity programming

2. Manages athletic and activity department budgets and operates within the budget guidelines.
  3. Follows school protocols for money handling from activity fees, gate admissions, concessions, and other revenue-generating activities.
  4. Tracks ticket sales at events where money is exchanged.
  5. Communicates with the coaches/advisors on their specific budgets for each program.
- Advancement/Development
    1. Assists the Rochester Catholic Schools Vice President of Advancement, Athletic Boosters, and members of the department on campaigns related to athletics, activities, and other auxiliary programming for Rochester Catholic Schools.
    2. Works with Rochester Catholic Schools marketing team to ensure all activities-related publications, sports and fine arts wear, logos, and other images are accurate and meet and adhere to the marketing brand standards of the school and system.
    3. Assists all Rochester Catholic Schools Principals in the project management of facility upgrades that impact activities.
    4. Communicates appropriately and proactively with groups such as parents, administration, athletic boosters, fine arts boosters, and other schools using a variety of media.
  - Public Relations
    1. Implements board policy as it relates to athletics and activities.
    2. Represents Rochester Catholic Schools in meetings with other athletic/activities directors, MSHSL, HVL, fundraising events, community events, and all events in consultation with the principal.
    3. Assists in the HVL, MSHSL, and Rochester Youth Sports tournament hosting as needed.
    4. Performs other duties as assigned by the building principal.
    5. Ensures positive media relations that seek to elevate the public profile of the Rochester Catholic Schools community.
    6. Follows Rochester Catholic Schools Communications Protocol as it pertains to media inquiries.
    7. Assumes responsibility for the management of athletic/activities website content.

### **3) OTHER RESPONSIBILITIES:**

- Maintain and improve professional competence through staff development activities provided by the school and self-selected professional growth activities.
- Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, training, in-services and any other meetings deemed necessary by the President.
- Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing

policies and rules governing employment law practices, conduct and behavior.

- Meet all Safe Environment requirements.
  - Attend required workshops offered by the Diocese as requested.
- Maintain active membership in appropriate professional associations.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “\*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

### **QUALIFICATIONS:**

- Bachelor's degree from an accredited four-year institution; Preferred Master's Degree in Education, Educational Administration, Athletic Administration, Business Administration.
- Three or more years of successful experience working in K-12 education; Preferred three or more years of prior successful work in educational administration.
- Experience with managing a team, fundraising, capital campaigns, strategic planning, project management.
- Experience with MSHSL guidelines for athletic and non-athletic competition.

### **Mental Requirements:**

- Must have the ability to plan, organize, and meet deadlines.
- Superior organizational skills and attention to detail.
- Positive, friendly disposition, excellent interpersonal and communication skills, ability to work well with multiple stakeholders. (i.e.: parents and employees).
- Possess a clear understanding of the English language. Speak and write effectively.
- Be self-motivated and work productively without supervision.
- Utilize intuitive problem defining skills and the knowledge of problem-solving resources, programs and actions.
- Deal with difficult situations in a calm, dignified and respectful manner.
- Be honest, trustworthy and confidential in all areas.

- Exhibit patience, understanding and calmness in chaotic situations.
- Live and project a personal lifestyle with Christian values.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.

**Physical Requirements:**

- Ability to travel to various campus locations. Move throughout the campuses and buildings, including walking up and down stairs
- Occasional lifting and carrying items of up to 50 lbs.
- Frequent sitting at a desk using computer, keyboard and mouse
- Able to walk, stand, sit, kneel or bend as needed.
- Work long hours when the position demands.
- Participate in occasional evening and/or weekend responsibilities.

**EMPLOYEE:** I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school's change.

Employee's signature \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_\_