

**Catholic Youth Organization  
Athletic Department Job Description**

**Title: Monroe Athletic Coordinator**

(part-time position, does not include benefits)

**Job Summary:** Responsible for management of the Monroe CYO athletic program and insuring that the program achieves the mission, goals, and objectives of the department. The coordinator must effectively and efficiently coordinate and manage the work of the Monroe athletic program.

**Key Responsibility Areas:**

**A. Program Development and Enhancement:**

- Provide in-service education for athletic directors and coaches.
- Provide indoor/outdoor facility consultation.
- Build levels of competition ranging from participatory to competitive.
- Promote Christian values, fair play, and sportsmanship.
- Promote safety and crowd control.
- Review rules on an annual basis to encourage participation and cooperation.

**B. Program Promotion and Implementation:**

- Schedule league contests.
- Assist in the recruitment, training, and monitoring of officials.
- Obtain athletic sites and facilities.
- Coordinate and manage play-offs and championships.
- Interpret and enforce eligibility and playing rules.
- Prepare news articles for local print media.

**C. Management and Administration:**

- Recruit volunteers and elicit support for the Catholic Youth Organization.
- Evaluate all programs and activities at the end of each season.
- Maintain current levels of participation.

**Qualifications:**

- A minimum of 3 years experience in coaching, officiating, or administering an athletic program.
- Experience with Catholic School/Parish athletic programs is desirable.
- Strong organizational skills, writing skills, and the ability to work both collaboratively and independently.
- Good communication skills both verbal, email, and text messaging. Experience with Excel for scheduling a plus. Must also be capable of managing the CYO website.
- Work schedule varies – 15 to 20 hours a week at times.

**Supervised by:** Athletic Program Director

**Positions Supervised:** Contracted Staff

**Salary Range:** \$6,000-\$10,000