



# MERION MERCY ACADEMY

## **Athletic Director**

Merion Mercy Academy, a leading independent Catholic girls' school outside Philadelphia, Pennsylvania, seeks an innovative and student-centered Athletic Director well versed in best practices in independent education to begin in July 2020.

The Athletic Director is a highly visible and energetic school leader who establishes a clear vision for athletics and promotes high standards of integrity, competitiveness, sportsmanship and accountability. The ideal candidate will be a role model for girls with strong leadership, management and team building skills and possess the ability to engage effectively with students, parents and faculty and staff. The candidate must have exceptional initiative, judgment and problem-solving skills.

Reporting directly to the Head of School, the Athletic Director's duties include but are not limited to

- overseeing the total operation of the athletic program and ensuring full alignment of the athletic program with Merion Mercy's mission and vision;
- gauging the effectiveness of the athletic program and ensuring that the program is responsive to student needs;
- staying abreast of innovations in sports science and nutrition to ensure program stays current in advancing student health and wellness, safety, and achievement;
- ensuring that coaching positions are filled with mission-centered and properly trained coaches who perform their duties with the highest level of professionalism and provide the best possible care to all student athletes;
- proactively marketing the athletic program to internal and external audiences including appropriate, proactive retention efforts for all current students;
- communicating student conduct or learning problems with parents and the administration;
- overseeing the scheduling and organization of athletic practices, games and preseason programming, transportation logistics and hiring of game officials;
- ensuring the optimal condition and safety of all athletic equipment, facilities, fields and courts;
- representing the school at various state, regional, and national athletic associations;
- stewarding relationships and communicating effectively;
- establishing and maintaining high standards of communication for the Athletics Department and all teams;
- participating in Admissions and Development events;
- overseeing all athletic tournaments held on campus and coordinating the use of the sports athletic complex during the academic year;
- collaborating with students who aspire to play collegiate sports, as well as the students' parents and college counselors;
- preparing and implementing an annual departmental budget;
- working closely with the senior administrative team on capital projects relating to athletics and
- performing other duties as assigned by the Head of School.

**Position requirements include**

- Master's Degree in Athletic Administration (preferred), Bachelor's Degree in Health, Fitness or Education;
- successful track record working with student athletes, preferably in independent schools;
- experience serving in an administrative level position or higher with supervisory experience and
- appreciation of and commitment to single gender education, diversity and to serving the needs of a diverse population.

Interested candidates should send a resume, cover letter and statement of educational philosophy along with three professional references to Seth Pidot, the Assistant Head of School for Student Affairs, at [spidot@merion-mercy.com](mailto:spidot@merion-mercy.com).

***Merion Mercy Academy does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.***