

Vacancy Notice
ASSISTANT SEASONAL AD
(Fall, Winter, & Spring Seasons)

Applications are being accepted to fill a vacancy for an assistant athletic director for each athletic season. A General Administrative license endorsement is preferred but not required. This position will be posted annually. Main responsibilities for each season will include:

- Supervising sporting events
 - 10 events per season. Additional supervision assignments will be paid per the contract.
- Assisting in first round of coaching interviews
- Supervising picture day
 - Organizing teams for photos and assisting with set up
- Responsibilities for home events include:
 - Distributing sport-specific signup sheet to staff
 - Working with AD to select workers
 - Training of new workers
 - Sending reminders and confirm workers on the day of events
 - Turning in requisitions for workers to AD
 - Tracking overall amount spent on event workers
- Following and enforcing all IHSA/SSC bylaws at events
- Assisting the Athletic Office with seasonal team awards and distribution
 - Assisting with collecting and checking season summary cards/rosters
 - Compiling individual team awards for Awards Night
- Assisting AD with scheduling

Stipend will be in accordance with the Evergreen Park Education Association collective bargaining agreement, Lane E each season. To apply, submit a letter of interest via email to Athletic Director Jim Soldan. Applications will be accepted until the position is filled.