



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Assistant Athletic Director - Facilities	Employment Status: .7 FTE
Department: Athletics	FLSA Status: Exempt
Reports to: Athletic Director	Prepared By: Human Resources
Direct Reports: None	Date: May 2025
Salary Range: \$40,000-\$50,000	

Position Summary

The Assistant Athletic Director - Facilities is responsible for the maintenance and upkeep of CDH's indoor and outdoor athletic facilities. This position also provides administrative support for the planning, direction, implementation, supervision, and assessment of athletic programs at CDH. As an integral part of the Athletic department, the Assistant Athletic Director - Facilities promotes co-curricular athletic activity that fosters skill development, sportsmanship, understanding of sports, and appreciation of being a team member.

The Assistant Athletic Director - Facilities is busiest during the months of March - October.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Manage outdoor field maintenance and upkeep
- Coordinate gameday field preparations
- Conduct daily inspections to ensure fields are safe and clean
- Schedule year-end turf field testing (G-Max) and grading for dirt fields
- Manage and maintain field irrigation system and equipment
- Update Athletic Director regarding weather-related changes to game/event schedules
- Maintain indoor athletic facilities and equipment
- Manage equipment room processes, including organization, distribution, tracking and collection
- Act as the point of contact for maintenance issues in the locker rooms and CDH room at Highland Arena
- Prepare vendor check requests and purchase orders
- Work with the City of St Paul and HGRA on sublease of Carondelet fields
- On call for weekend rentals of all fields (Wingerd, Shrode, and Carondelet)

Competencies

- Knowledge of athletic field and grounds maintenance
- Proficiency in Microsoft Office, Google Workspace, and other position-specific software programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

Supervision

This position reports to the Athletic Director. Day to day supervision will be moderate with assistance as needed and regular meetings to review project status and priorities.

Work Environment

This position operates both outdoors and indoors in a professional office environment. While performing outdoor functions, this position routinely uses power landscaping equipment and may be exposed to extreme temperatures. While performing indoor functions, this position routinely uses standard office equipment, including but not limited to computers, printers, phones, copy machines, and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This is primarily an active role which requires prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing, kneeling and lifting. The employee must be physically able to operate power equipment, lift up to 50 pounds and work outside in a variety of weather conditions.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday, 8:00 AM-4:00 PM. Evening and weekend work will be required as job duties demand.

Required Education and Experience

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- Bachelor's Degree in a related field
- 1-3 years of professional experience in athletics

Preferred Education and Experience

- Demonstrated professional experience mentoring, teaching, coaching or otherwise working with high school students

Compensation and Benefits

The salary range for this position is \$40,000 to \$50,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families:
 - Vision
 - FSA
 - Critical Illness
 - Accident
 - Voluntary Life/AD&D
- 403(b) and defined benefit retirement plans (employee and employer contributions)
- CDH tuition remission

To apply, please send resume and letter of interest to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org. Applications will be accepted through the end of the day on Monday, July 7, 2025.