Our company is looking to fill the role of athletic coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

**Responsibilities for athletic coordinator**

- Assisting head coaches in scheduling meetings with the parents of participants in each sport at each campus
- Being accessible on an informal basis for meetings with individual coaches to discuss issues and concerns
- Distributing information from the Athletic Director, campus principal or other supervisory source to all coaches in a responsible and timely manner
- Scheduling use of facilities together with the campus principal
- Receiving and processing new equipment
- Be responsible for overseeing maintenance and upkeep of facilities
- Evaluate coach’s performance in taking care of facilities
- Work with student-athletes regarding academic performance, class/major selection, developing a graduation plan, time management, goal setting, career planning, learning and study strategies, test taking, note taking and other skills necessary for academic success
- Oversee daily filming of athletic events
- Edit and produce all video packages for Lindenwood Sports Network

**Qualifications for athletic coordinator**

- ESL Supplemental Certification required for ELAR
- Demonstrated ability in coaching football
- Earned doctoral degree (PhD, EdD, ScD, DAT) in athletic training or related
• Prior experience teaching in higher education and familiarity with CAATE accreditation and standards
• Experience as a coordinator of clinical education and/or preceptor of a CAATE accredited program
• Record of scholarly activity with the ability to conduct and publish original research in areas of athletic training