

Associate Director for CYO Athletics - Office for Youth & Young Adult Ministry

The Archdiocese seeks a passionate, self-starter to support, and work with the Office for Youth & Young Adult Ministry in regards to CYO Athletics. This individual directs and oversees the day-to-day efforts of the various CYO Sports Leagues that the Office for Youth & Young Adult offers for our diocesan schools and parishes. This person serves as an advocate for using Athletics throughout the Archdiocese as a vehicle for ministry, evangelization and discipleship for our youth and adults involved. This position requires travel, evening, and weekend availability. Ideal candidate will have at least 3 years of knowledge and experience in the successful management and coaching of youth/ student athletic programs and a desire to help grow the Athletics offerings of the Archdiocese. To apply, please send resume and cover letter to

Anyone interested in applying for this position should do so in writing. Please include resume and refer to position title.

Office of Human Resources

Fax (973) 497-4103

E-mail: floresra@rcan.org

OFFICE OF HUMAN RESOURCES POSITION DESCRIPTION

Position: Associate Director of CYO Athletics
Department: Office for Youth & Young Adult Ministry
Reports to: Director of Youth and Young Adult Ministry
Classification: Exempt

General Description

This individual directs and oversees the day-to-day efforts of the various CYO Sports Leagues that the Office for Youth & Young Adult offers for our diocesan schools and parishes. This person serves as an advocate for using Athletics throughout the Archdiocese as a vehicle for ministry, evangelization and discipleship for our youth and adults involved. Traveling within the Archdiocese of Newark and evening and weekend meetings and events will be involved with this position.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally, but reasonably, changed based on the working environment and departmental needs and include other duties as requested and all other duties as assigned.

- Direct, organize, coordinate and oversee the Athletic Programs offered by the Office for Youth & Young Adult Ministry before, during and after each sport season.
- Structure, oversee, support, grow and enhance the participation of youth in the CYO Athletics Programs in accordance with the policies, procedures and philosophy as set forth by the Office for Youth & Young Adult Ministry.
- Direct the efforts, meetings and gatherings of Athletic Directors and Coaches before and during a sports season by holding “Athletics as a Ministry” trainings.
- Direct and oversee the Coordinators of Athletics that would help carry out various aspects of the CYO Programs.
- Direct and oversee the various sport specific coordinators that might be employed to help carry out the sport specific athletic offerings of the Office.
- Create in each county a County Specific “CYO Athletic Committee” made up of Principals, Pastors, Athletic Directors and Volunteers of at least five (5) people and direct the gatherings of these committees.
- Together with the County Specific Committees and the Director of the Office for Youth & Young Adult Ministry, assess in light of the changes in the county and the needs of the youth what athletic programs should be offered, created or disbanded ensuring continual vitality.
- To oversee and direct a gathering of the Archdiocesan Schools Office Sports Committee at least once a year to advise them of the current state of Athletics in the Archdiocese in regards to the diocesan grammar schools and the ways Catholic Faith and Values are being nurtured.
- Directing a yearly Athletic Directors Seminar for all Athletic Directors of all sports and leagues offered to review all policies and procedures of CYO and the Archdiocese
- Organize and Direct New Coaches Orientations on a regular basis so that all new coaches understand the concept of “Sports as a Ministry”.
- Direct and offer the Rutgers SAFETY Clinics to our coaches to ensure compliance with the NJ Little League Law
- Oversee the development, modification and adherence to standards for all participating schools or parishes that participate in CYO Sports. Insure adherence of all guidelines, rules and safety concerns.

- Direct the efforts to foster greater communication with Pastors, Principals and Athletic Directors through individual outreach and to encourage greater dialogue and input between the Office for Youth & Young Adult Ministry and parish and school leaders.
- Look to create and direct a Leadership Training Day for team captains or selected players of teams in various sport programs offered.
- Work with the Athletic Directors and Parish/ School leaders to incorporate the athletic programs into the parish and school through service projects, liturgies, and participation in parish / school events.
- Create and direct a “CYO Champion of the Faith” awards night honoring an outstanding athlete from each parish/ school program.
- Help and facilitate Challenge Course retreats.
- All other duties as assigned.

Qualifications/Skills

Excellent communication, interpersonal, leadership skills and teamwork

Good Organizational skills – able to handle multiple tasks at once

Proficient in Microsoft Word, Excel, Access, Publisher & PowerPoint

Proficient in the use of social media

Valid NJ State Driver’s License

Education and/or Experience

Knowledge and experience in the successful management and coaching of youth/ student athletic programs

High School diploma, some College desirable but not required.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.