

Manager of Athletics – Middle Schools

Schools

As a member of the Middle School Administrative Team, the Manager of Athletics has the primary responsibility for implementing, managing, supervising, and evaluating, Middle School athletic program. In addition, this role promotes a safe and quality athletic program through close working relationships with Middle School administration, Upper School Athletics, parents, students, faculty, coaches, and community. This role informs the Middle School Heads of emerging athletic and safety issues that may impact the program.

Responsibilities include, but are not limited to: Organize, supervise, and work collaboratively with Middle School Assistant Managers of Athletics for interscholastic athletics and intramurals management; member of the Middle School administrative leadership team; stay abreast of current trends in athletics and actively share this information with Middle School coaches; serve as a role model in pursuing on-going professional growth and encourage coaches through example to do the same; serve as a representative for Cranbrook and the Middle School to prospective parents, students, faculty, coaches, and community; hire, supervise, mentor, and evaluate middle school athletics and intramural coaching staff; communicate and manage middle school athletic program announcements, protocols, procedures, program updates, sign-ups, schedules, rosters, scores, and highlights on CranNet; manage athletics and intramural facilities and venues, scheduling, and supervision; arrange transportation for teams; process paperwork for purchases; prepare and process hire forms for coaching staff and complete coaching agreements; prepare and send correspondence to parents and coaches; ensure the safety and upkeep of the athletic facilities and venues; responsible for all duties associated with games management; enforce MHSAA, League and Cranbrook Schools expectations sportsmanship; work collaboratively with Cranbrook Schools Booster Club, attend monthly evening meetings, help with Booster fund-raisers; work collaboratively with Upper School Athletics Administration; prepare, update and post Middle School Athletics Coaches and Student Handbook; oversee Middle School Athletic budget.; assess athletic and intramural program needs for equipment and supplies.

Requirements: A minimum of a bachelor's degree and three to five years of experience in athletics with knowledge of the administrative aspects of athletic programs. Experience with middle school students is strongly preferred. Requires proficiency in Microsoft Word, Excel and Internet Browsers. Ability to handle and prioritize multiple tasks. Strong interpersonal skills required with the ability to effectively communicate with a wide variety of constituents (students, parents, officials, faculty and staff). Requires a valid Michigan driver's license with satisfactory driving record.

For consideration, please submit a cover letter, resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax to (248) 645-3014, or email humanresources@cranbrook.edu. Our Employee Application can be downloaded from this [Employment Page](#).