Job Description:

Athletic Director & Student Life Coordinator (K-12)

RIVERSIDE CHRISTIAN SCHOOL
Teaching & equipping tomorrow's Christian leaders

MISSION STATEMENT
Riverside Christian School exists to provide a Bible-based education, centered on Christ, equipping students for a lifetime of learning, leadership, service, and worship.

Brief Description:
Riverside Christian School is seeking a vision-driven, organized, and spiritually mature leader to serve as our Athletic Director & Student Life Coordinator. As a private Christian school that puts faith and Christ at the center of everything we do, this vital administrative leadership role integrates biblical principles into athletic mentorship, develops a vibrant sports culture, and cultivates Christ-like character across all K-12 extracurricular programs.

Athletic Director and Student Life Coordinator will manage overall program execution, including game scheduling, official Minnesota State High School League (MSHSL) compliance, coach evaluations, financial tracking, and the coordination of community events like our youth programs and annual golf scramble fundraiser.

Location: Riverside Christian School (RCS) – East Grand Forks, MN
Department: School Administration / Activities / Academics
Employment Type: Full-Time, Contract
Reports To: Lead Principal

Required Qualifications

- **Spiritual**: A committed follower of Jesus Christ who signs and fully agrees with the school's Statement of Faith and is actively involved in a local church.
- **Education:** Bachelor's degree in Education, Sports Management, Educational Leadership, or a related field required.
- **Licensure/Certifications:** Familiarity with MSHSL handbooks and bylaws is required. Current First Aid, CPR, and AED certification required.
- **Experience:** Minimum of 3–5 years of experience in athletic administration, coaching coordination, or directing activities.
- **Clearance:** Successfully complete a background check.

KEY RESPONSIBILITIES AND DUTIES:

Faith Leadership & Spiritual Integration

- **Spiritual Mentorship:** Model a vibrant, personal relationship with Jesus Christ and intentionally disciple students, athletes, and coaches in their spiritual walks.
- **Worldview Integration:** Integrate a biblical worldview into all aspects of athletic competitions, team practices, and school activities.
- **Values Alignment:** Ensure that all athletic and extracurricular programs reflect Christian values, emphasizing respect, achievement of excellence, ministry, and service.

Athletic Administration & MSHSL Compliance

- **Program Oversight:** Supervise all High School and Middle School activities and sports programs, ensuring strict alignment with school mission values and athletic standards.
- **Academic Eligibility:** Monitor student academic performance and grade eligibility to ensure compliance with school and state standards.
- **MSHSL Compliance:** Submit all required information, paperwork, and payments to the MSHSL accurately and on time.
- **Continuing Education:** Fulfill all ongoing continuing education requirements for the Activities Director position as mandated by the MSHSL.
- **Staff Certifications:** Oversee coach continuing education requirements and head coach certifications to maintain a safe, compliant coaching staff.

Activities Scheduling, Coaching & Event Operations

- **Athletic Scheduling:** Schedule all athletic games, matches, and tournaments for Volleyball, Basketball, Archery, Golf, and all other school-sponsored sports and activities.
- **Game-Day Operations:** Set up, run, and oversee all home games and hosted events, ensuring they honor Christ and represent RCS well to visiting communities.
- **Non-Sport Coordination:** Work with leaders and coaches from the Worship Team, Robotics and Theater to help with the administration of those programs.
- **Youth & Camp Programming:** Directly oversee the RCS Youth Basketball Program for students in grades 3–6. Also assist in managing the youth soccer program, youth strength and conditioning programs (grades 3–6), and seasonal youth summer sports camps.
- **Hands-On Coaching:** Willingness and capability to step in and help coach various school sports teams when needed.
- **Fundraising & Fellowship:** Plan, organize, and execute the annual RCS Golf Scramble to drive community engagement and fundraising success.

Activities Planning & Leadership

- **Coach Recruitment & Evaluation:** Recruit, supervise, and evaluate all middle and high school coaches, ensuring they are spiritually aligned with the school's mission and provide positive Christian mentorship.
- **Stakeholder Collaboration:** Plan and run a monthly Activities Committee meeting to align stakeholders, review program performance, and collaborate on future initiatives.
- **Board Engagement:** Prepare reports and participate in Board Meetings to keep school leadership updated on the status and health of the activities department.

Financial & Operational Management

- **Budgeting:** Create a comprehensive annual budget for all student activities and athletic programs.
- **Financial Tracking:** Submit and track all receipts, invoices, and billing associated with activities in strict alignment with school business office protocols.

Student Life Coordinator Responsibilities

- **Student Spiritual Life:** Coordinate chapel schedules, student sign-ups, chapel logistics, and oversee the calendar scheduling and logistics for Middle School and High School student retreats.

- **Fine Arts Coordination:** Work in conjunction with drama directors and the music teacher to coordinate layout calendars for theater productions and annual Christmas and Spring music performances.
- **Milestone Trips & Events:** Coordinate logistics for the high school mission trip, the Washington, D.C. trip, and oversee the planning and execution of the High School Prom and major student activities.
- **Fleet Management:** Manage the school van calendar and oversee the scheduling and routine maintenance of school vans.

Miscellaneous

- All other duties assigned by the Principal

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RIVERSIDE CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inherent Word of God *(II Timothy 3:15, II Peter 1:21).*

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit *(Genesis 1:1, Matthew 28:19, John 10:30).*

We believe in the deity of Christ *(John 10:33*); His virgin birth *(Isaiah 7:14, Matthew 1:23, Luke 1:35);* His sinless life *(Hebrews 4:15, Hebrews 7:26*); His mercies *(John 2:11);* His vicarious and atoning death *(I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);* His resurrection *(John 11:25, I Corinthians 15:4*); His ascension to the right hand of God the Father *(Mark 16:19*); His present reign and His personal return in power and glory *(Acts 1:11, Revelation 19:11).*

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved *(John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).*

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto eternal death *(John 5:28-29).*

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ *(Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).*

We believe in the spiritual unity of the believers in our Lord Jesus Christ *(Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).*

We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life *(Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).*

We believe every person must be afforded compassion, love, kindness, respect, and dignity *(Mark 12:28-31; Luke 6:31; Galatians 5:22-23).*

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God *(Genesis 1:26-27).*

We believe that the term "marriage" has only one meaning: the uniting of one genetically defined man and one genetically defined woman in a single, exclusive union, as delineated in Scripture *(Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8).*

We believe God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman *(Hebrews 13:4).*

We believe any form of sexual immorality is sinful and offensive to God. *(Exodus 22:19; Leviticus 18:6-23; 20:15-19; Numbers 25:1-2; Matthew 5:27-28; Romans 1:26-27; 1 Corinthians 5:1; 6:18; 7:2; Colossians 3:5; Hebrews 13:4; 1 Peter 4:3).*

We believe in order to preserve the function and integrity of RCS as the local body of Christ, and to provide a biblical role model to RCS members and the community, it is imperative that each Christian parent, and all persons employed by RCS, or those that serve as volunteers, agree to abide by the biblical teachings on this matter *(Matthew 5:16; Philippians 2:1-16; 1 Thessalonians 5:22).*