

Diocese of Nashville

<https://dioceseofnashville.com/job/athletic-coordinator/>

Athletic Coordinator

Description

Part-Time | K-12 Athletics

St. Cecilia Academy and Overbrook Catholic School are seeking a mission-aligned, dedicated, and organized Athletic Coordinator to support the K-12 athletic program. This position supports the organizational and administrative needs of the Athletic Director and the K-12 program to ensure smooth day-to-day and game-day operations. The ideal candidate is a strong communicator who thrives on logistics, has knowledge of the Nashville athletic landscape and enjoys working with coaches, parents, and student-athletes, and is genuinely enthusiastic about the mission of Catholic education.

Key Responsibilities

- Support the Athletic Director in the daily administration of the K-12 athletic program
- Coordinate game, practice, and event scheduling using athletic scheduling software
- Serve as a primary point of contact for coaches, parents, and student athletes regarding schedules, logistics, and general program questions
- Communicate schedule changes, cancellations, and updates clearly and promptly to all stakeholders
- Maintain working knowledge of local athletic leagues and conferences in the Nashville area, including league requirements and deadlines
- Assist with coordinating transportation, facility use, and game-day logistics
- Help manage rosters, eligibility paperwork, and other administrative records as needed
- Support special athletic events, award ceremonies, and other program initiatives
- Represent the values and mission of Catholic education in all interactions with the school community

Qualifications

- Excellent organizational skills with strong attention to detail
- Excellent written and verbal communication skills
- Familiarity with athletic leagues and conferences in the Nashville area
- Comfort using scheduling systems and related athletic administration software (or a strong willingness to learn)
- Demonstrated ability to work effectively with a wide range of people, including administration, coaches, parents, and student athletes
- A genuine commitment to and appreciation for Catholic education and the mission of Catholic schools
- Prior experience in athletics administration, coaching, or a school setting is a plus, but not required

Schedule

This is a part time position with possible growth to full time. Applicants will have flexibility for evening and weekend hours, in alignment with practice and game

Hiring organization

St. Cecilia Academy and Overbrook Catholic School

Job Location

Nashville, TN

Date posted

June 18, 2026

Valid through

18.09.2026

Interested candidates should submit a resume and cover letter to Maria Doherty at dohertym@dominicancampus.org for consideration.

schedules for K-12 athletics.

To Apply

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