

**MEMPHIS COMMUNITY SCHOOLS**

**VACANCY NOTICE**

**July 24, 2017**

**Director of Athletics**

**Qualifications**

**College Degree Preferred  
Passion for Athletics  
Knowledge of Budgeting  
Coaching or Athletic Background Preferred**

**Salary**

**\$35,000-\$40,000 Based on Experience  
Full Benefits Package**

**Duties Include:**

**Night Supervision of Home Contests  
Scheduling of All Athletic Events  
Coordinating of Officials for All Contests  
Scheduling for Bus Transportation (Athletic Contests)  
Attending Athletic Director Meetings  
Maintaining Records for Eligibility  
Any Other Responsibilities as Assigned by the Superintendent**

**Any interested parties should send a resume' and letter of interest to:**

**Laura Heilig, Administrative Assistant  
Memphis Community Schools  
P.O. Box 201  
34110 Bordman Rd  
Memphis, MI 48041**

**Fax: (810) 535-8227  
Phone: (810) 392-2125**

**Deadline for Application: Until Filled**