

Job Description: Junior Cougar Coordinator

Position Overview

The Lutheran Junior Cougar (LJC) Coordinator serves as the primary external ambassador for LHS athletic and co-curricular programs at the grade school level. This individual manages all logistics, communications, and coach relationships for LJC programming while working closely with the Director of Admissions to align feeder programming with enrollment goals get families acclimated to our culture.

Reports To: Director of Admissions

Primary Responsibilities

- Serve as the main point of contact for all Junior Cougar programs across sports and grade school partners.
- Secure Coordinators for the sports/activities we offer.
- Coordinate recruitment efforts and communications with the Director of Admissions.
- Manage registration, scheduling, facility coordination, and communications for all LJC programs.
- Establish and maintain participation fees based on historical data, operational costs, and enrollment goals.
- Keep accurate financial records for all LJC programs in coordination with the LHS Controller.
- Ensure all LJC coaches complete onboarding requirements including background checks and LHS mission orientation.
- Coordinate with the Athletics/Activities Department for gym, field, and Commons scheduling.
- Order uniforms and equipment in coordination with the Athletic Department.

Recruitment & Enrollment Support

- Serve as a visible representative of LHS at grade school athletic events, open houses, and community gatherings.
- Maintain an active prospect list of grade school athletes participating in LJC programs and flag high-potential recruits for the Director of Enrollment.
- Coordinate with the Outreach Coordinator on marketing materials, emails, and digital communications to recruit students and coaches into LJC programs.

- Track participation data and report enrollment conversion rates from LJC alumni to the Director of Admissions.

Coach Development & Communication

- Have the Director of Athletics facilitate all onboarding meetings between LHS varsity coaches and LJC coaches for each sport, ensuring LJC coaches understand the LHS mission and program expectations.
- Communicate program parameters, schedules, and space assignments clearly to all LJC coaching staff.
- Work with the Director of Athletics to recruit, screen, and hire LJC coaches when vacancies arise.
- Ensure all LJC coaches understand their role in creating a positive experience that reflects the LHS brand.

Compensation

Stipend-based position. Compensation determined based on scope of programs managed and hours required.