



*The mission of Valley Lutheran is "Preparing students for life with Christ as our foundation!"*

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## **Job Postings & Descriptions**

### **Faculty & Staff**

#### **Athletic Director**

Job Posting for Media Recruitment

Valley Lutheran High School is seeking a dedicated and mission-driven Athletic Director to lead and oversee all aspects of our school's athletic program. The Athletic Director models and promotes the values of Lutheran education integrating faith into all aspects of the athletic program, fosters excellence in athletics, and leads the development of athletes in faith, character, and leadership.

#### *Qualifications*

The ideal candidate will:

- Hold experience in athletic administration, coaching, or education
- possess strong organizational, leadership, technology, and communication skills
- Have a personal commitment to the mission of Lutheran education
- Accept the school's statement of beliefs including those on marriage, gender and sexuality, and the sanctity of human life; and have a lifestyle that conforms to those beliefs

#### *Responsibilities*

- Provide overall leadership and vision for Valley Lutheran High School's athletic program in alignment with the school's mission and Lutheran identity
- Promote sportsmanship, teamwork, and Christian character among student athletes and coaches.
- Assist in the development of the athletic department budget and its management.
- Schedule, publicize, and provide appropriate management (including event preparation, supervision, admissions, game officials, transportation, security and all other game-day operations) for school athletic contests.

- Represent the school to Michigan High School Athletic Association and leagues in which the school holds membership. Oversee compliance with all related regulations.
- Employ (in partnership with school administration), supervise, and provide for the seasonal evaluation of coaches.
- Maintain accurate records, including eligibility, participation, and awards.
- Foster good relationships between the school's athletic department and members of the school community, Lutheran grade schools, and the broader community.

**To Apply:** Interested candidates should submit a resume, cover letter, and references by Wednesday, April 29, 2026 to:

Al Kaul, Executive Director

[akaul@vlhs.com](mailto:akaul@vlhs.com)

3560 McCarty Road

Saginaw, MI 48603

## **Communications**

### **Public Relations Intern** (Communications Assistant)

Part-time (20 hours/week)

Ministry Description for Media Recruiting

The purpose of the Public Relations Intern is to support the mission of VLHS by communicating with students and families, the community, potential students, donors, alumni, and all VLHS constituents the value and impact of the education ministry of VLHS.

The Public Relations Intern is responsible for supporting the work of the Director of Communications.

### *Qualifications*

The ideal candidate will:

- Be a local college Junior or Senior with interest in communications, marketing, graphic design, and/or public relations.
- Understand and support the mission of Valley Lutheran High School – and recognize the important role that communications have in the success of the overall mission.
- Maintain an active personal faith life.
- Possess excellent written communication, oral communication, interpersonal, and technology skills related to relevant aspects of communication.
- Possess a valid driver's license and have the ability to travel to off-campus events.
- Be available to work evenings and weekends as needed.
- Provide a criminal background check as established by the State of Michigan.

- Accept and uphold the school's mission statement and statement of beliefs including those on marriage, sexuality and gender; and have a lifestyle that conforms to those beliefs.
- *Prior experience in communications, marketing, or related field(s) is preferable, but not required.*

#### *Public Relations Intern Responsibilities*

- Provide an example of Christ-centered servant leadership in the completion of his/her duties.
- Work under the direction of the Director of Communications to maintain and enhance communication with strategic constituent groups, such as:
  - parents, alumni, and Association congregations
  - the broader Great Lakes Bay Region (the community)
  - potential students and their families
- Work under the direction of the Director of Communications to create and distribute a wide variety of communication pieces. Such communication could include, but is not limited to:
  - Digital distributed publications (parent newsletters, Valley Vision newsletters, press releases, and the school's website).
  - Print publications (Family and Friends Alumni Newsletter, Valley Vision Newsletter, informational flyers, annual communications, etc.).
  - Social Media content (Facebook, Instagram, etc.)

*Note: The entirety of the ministry position description is available upon request.*

**To Apply:** Interested candidates should submit a resume and cover letter by Wednesday, April 29, 2026 to:

Kyle DeWees, VLHS Director of Advancement

[kdewees@vlhs.com](mailto:kdewees@vlhs.com)

## **Athletics**

### **Head Coach - Varsity Men's Basketball**

General Head Coach Qualifications/Expectations:

- Serve as a Christian role model and uphold the Valley Lutheran mission of preparing students for life with Christ as our foundation.
- Provide leadership across the entire VL men's basketball program.
- Provide an atmosphere of positive teamwork and collaboration among coaches and players.
- Hold athletes to a high standard of academic accountability, sportsmanship, commitment, and success.

- Demonstrate integrity in communicating with the athletic director, students, parents, and other coaches.
- Create and maintain a safe and healthy environment for Valley Lutheran's student athletes. This includes completing all VLHS requirements.
- 5+ years of head coaching experience at the high school level preferred.
- Develop and communicate clear/specific goals for Valley Lutheran's men's basketball program.
- Model and teach skills necessary to be successful. Provide opportunities for athletes to learn, develop, and improve their God given abilities.
- Assess program needs and communicate needs and program suggestions to the athletic director.

*Note: These job descriptions are not intended to be all-inclusive. The coach may be required to perform other related duties as assigned.*

**To Apply:** Interested candidates should submit a resume and cover letter by Wednesday, April 22, 2026 to:

Al Kaul, Executive Director

[akaul@vlhs.com](mailto:akaul@vlhs.com)

3560 McCarty Road

Saginaw, MI 48603

### **Coach - Freshman Women's Volleyball**

- Serve as a Christian role model and uphold the Valley Lutheran mission of preparing students for life with Christ as our foundation.
- Provide leadership for the freshman women's volleyball program.
- Provide an atmosphere of positive teamwork and collaboration among coaches and players.
- Hold athletes to a high standard of academic accountability, sportsmanship, commitment, and success.
- Demonstrate integrity in communicating with the athletic director, head coach, students, parents, and other coaches.
- Create and maintain a safe and healthy environment for Valley Lutheran's student athletes.
- Develop and communicate clear/specific goals for Valley Lutheran's women's volleyball program.
- Model and teach skills necessary to be successful. Provide opportunities for athletes to learn, develop, and improve their God given abilities.

*Note: These job descriptions are not intended to be all-inclusive. The coach may be required to perform other related duties as assigned.*

**To Apply:** Interested candidates should submit a resume and cover letter to:

Al Kaul, Executive Director

[akaul@vlhs.com](mailto:akaul@vlhs.com)

3560 McCarty Road

Saginaw, MI 48603