



Job Title: Activities Department Assistant  
Job Family: School Based Support  
Pay Program: Classified  
Job Code:  
Typical Work Year: 12 Month Position  
Reports to: Activities Director

**SUMMARY:** The Activities Department Assistant is responsible for assisting the Activities Director in the delivery of the overall student athletic program. Additionally he/she is responsible for but not limited to areas of event supervision, staff development, equipment inventory, facility and contest management, summer camps and web/media relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Activities Director with administering programs within the established philosophies and budgetary guidelines of the District.
- Attends and helps supervise after-school and evening athletic events/contests/practices.
- Assists the Activities Director by maintaining inventory records and general upkeep of equipment connected to the Athletic Department.
- Responsible for general supervision of volunteers, officials and fans at athletic events.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Assists the AD by working with office/clerical personnel in the registration of summer camp program participants; assisting in general office responsibilities when necessary.
- Assists the AD with the coordination/maintaining the master calendar of program scheduling of athletic fields; along with program use of school facilities.
- Responsible for being aware of and contributing to the maintenance and implementation of all District's safety policies and procedures.
- Perform other athletic program, special events and supervisory/administrative duties, etc. as assigned
- Assist in all sport pre and post season presentations for coaches, athletes and parents
- Assist in development of a staff/implementation development plan for coaches: topics on nutrition, liability, hazing, strength training, sexual harassment, etc.
- Assist in ordering athletic equipment
- Assist in the notification for Maintenance personnel with facility deficiencies

Job Tasks Descriptions	Frequency	% of time
1. Contact game officials and event workers with logistical information; attend Middle School (CIML) Athletic Directors' Meetings once per month; coordinate with opposing schools on site information and other logistical information; inventory and store athletic equipment; Set up, tear down and assist with operation of home events	Daily	40%
2. Prepare game and practice fields in proper manner (band, football practice, stadium, Dallas Center, soccer); assist with set-up of Show Choir events; prepare track & field event areas for contests – hurdles, press box set-up	Daily as needed	40%
3. Create and coordinate summer gym schedules with coaches; assist coaches with preparation of baseball/softball fields	Daily as needed	10%
4. Repair equipment in need of repair	Daily	10%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Possess effective oral and written communication skills
- Possess mathematical and analytical skills appropriate for the position
- Ability to work with students and adults in a positive manner
- Ability to comprehend and follow written and verbal instructions
- Possess common sense, problem-solving skills and reasoning ability to appropriately deal with day to day instruction and supervisory situations
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment
- Ability to handle and maintain the confidentiality of employee, student and other sensitive District information
- Ability to set goals and establish methods for achieving these goals
- Ability to work effectively with a wide range of constituencies in a diverse community

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	Position Title	Job Code
Reports to:	Activities Director, District-wide	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Bend			X	
Write			X	
Type			X	
Speak			X	
Listen			X	
Twist		X		
Reach with hands & arms		X		
Climb or balance		X		

<b>Weight &amp; Force Demands:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

<b>Work Environment:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		x		
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals		x		
Outdoor weather conditions		x		
Extreme cold (non-weather)			x	
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

<b>Vision Demands:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Close			x	
Peripheral			x	
Distant			x	

<b>Noise Level:</b>	<b>Exposure Level:</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.