



Job Title: Associate Activities Director / Events Coordinator
Job Family: School Based Support
Pay Program: Classified
Job Code:
Typical Work Year: 12 Month Position
Reports to: Activities Director

SUMMARY: The Associate Activities Director / Events Coordinator serves as the secondary point of contact for all activities and events with the Dallas Center – Grimes Community School District and 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, and web/media relations. This position assists in the planning, implementing, coordinating, and evaluating of the district’s athletic program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

- Assist the Activities Director with administering programs within the established philosophies and budgetary guidelines of the District while cultivating relationships with students, staff, and patrons of Dallas Center – Grimes Community School 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.
- Assists the Activities Director with the development and administration of all financial aspects of the department to include budgeting, accounting, and procurement.
- Responsible for general supervision of volunteers, officials and fans at athletic events.
- 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.
- Serve as the primary contact with the DC-G booster clubs and assists in operations related to these groups support of the school programs.
- 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 with 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 |
|--|-----------|
| 1. Responsible for game day operations including contact with 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 including team travel for all events; inventory and store athletic equipment; Set up, tear down and assist with operation of home events. | Daily |
| 2. Responsible for student data management to include athletic physical information as well as other requirements according to district and state guidelines. | Daily |

| | |
|--|-----------------|
| 3. Manages financial aspects of events to include ticket inventory and deposits in accordance with District and Department procedures. | Daily as needed |
| 4. Coordinates and directs essential support staff for events requiring support to include ticket takers, clock and bench staff, and security. | Daily as needed |
| 5. Maintains and tracks athletic records for both individual and team records. | As required |
| 6. Coordinates and is responsible for securing / archiving team and action photos for each team. | As required |
| 7. Coordinates and is responsible for securing / archiving team rosters in a timely manner. | As required |
| 8. Assists with the planning for concession operations for all events. | Daily as needed |
| 9. Responsible for portions of sports information programs to include the maintenance of activities website and conference website in coordination with Communications Specialist. | Daily as needed |
| 10. Manages events when serving as the host school for district, regional, and state tournaments, represents the school at district, regional, and state meetings and serves as coordinator for all on-campus tournaments. | As required |
| 11. 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 | As required |
| 12. Create and coordinate summer gym schedules with coaches; assist coaches with preparation of baseball/softball fields | Daily as needed |
| 13. May be required to assume supervisory duties in the absence of other District personnel. | Daily |
| 14. Performs other duties as assigned by the Activities Director. | As required |

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 | Associate Activities Director / Events Coordinator |
| 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 | | |

| Weight & Force Demands: | Amount of time | | | |
|-------------------------|----------------|-----------|------------|----------|
| | 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 | | | |

| Work Environment: | Amount of time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | 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 | | | |

| Vision Demands: | Amount of time | | | |
|-----------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Close | | | X | |
| Peripheral | | | X | |
| Distant | | | X | |

| Noise Level: | Exposure Level: |
|---------------------|------------------------|
| 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.

Revised 7/22/19