



Athletic Administrative Assistant Job Description

Position Overview

The Athletic Administrative Assistant is responsible for various operational and financial duties within the Athletic Department. The Athletic Administrative Assistant will be an Evangelical Christian believer who serves our students and coaches, and who embraces School's mission of equipping disciples through exemplary education. The Athletic Administrative Assistant reports directly to the Athletic Director.

Type of Position

The Athletic Administrative Assistant position is a full-time, nonexempt position that is paid an hourly rate commensurate with experience. In addition, benefits are offered.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds, at a minimum, an associate's degree.
- Is organized and able to multi-task.
- Is highly motivated and can independently work on own with minimal supervision.
- Possesses good verbal and written communication skills.
- Has prior experience working in an office setting performing a variety of tasks; prior experience in working with athletics is desired.
- Demonstrates a proficient level of computer literacy and has experience with various software packages; has extensive knowledge of and experience in working with Microsoft and Google.
- Maintains confidentiality of sensitive information.
- Promotes a positive attitude about the Athletic Department, the School, its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values

Other Qualifications

- Has reliable transportation and is able to drive off campus to purchase items needed for the department (i.e. concession food) and for other functions.
- Ability to lift and carry or otherwise move up to 25 pounds.
- Is able to meet the physical demands of the job which entail carrying and/or transporting deliveries/supplies/other items and assisting with event preparation.

Essential Job Functions

- Performs daily administrative assistant responsibilities in the overall management of the athletic office (i.e. responding to emails and phone calls in a timely manner, confirming event details, assisting coaches and students, answering parent questions).
- Assists in the planning, coordination and execution of multiple Athletic Department events (i.e. cross country invite, track invite, basketball tournament, annual golf outing and other fundraising events, summer athletic camps, pre-season parent meetings, seasonal athletic awards).
- Schedules transportation for athletic teams and other school events.
- Oversees the concession stand operations (both inside and outside), including the ordering of supplies.
- Coordinates volunteers for gate, concession, clock, etc. via the use of VolunteerSpot (or other means).
- Inputs and updates athletic schedule on athletic site, SIS and athletic shared calendar.
- Coordinates and maintains student athlete physical forms.
- Coordinates and plans the seasonal athletic awards (i.e. ordering awards, printing certificates, preparing PowerPoint and/or other presentations, developing event program booklets, organizing provision of food, coordinating logistics).
- Maintains records of coaching credentials and ensures coaches are in compliance.
- Prepares purchase orders for department expenditures.
- Tracks divisional purchase orders issued against budget for discretionary divisional expense accounts.
- Submits receipts and reconciles divisional credit card charges on a monthly basis.
- Approves athletic department invoices for payment.
- Maintains spreadsheets to track financial information of team/camp orders.
- Attends meetings, professional and spiritual development days, Bible studies, etc. as requested.
- Assists the Patriot Pride Athletic Boosters Club as requested.
- Works home athletic events as needed.
- Performs other duties as assigned.