

## **Student Activities Coordinator Job Description**

### **Purpose of Position**

The Student Activities Coordinator facilitates student athletics, fine arts, and other competitive student activities by gathering and organizing student information, communicating student activity information, and coordinating day-to-day operations for student activities.

### **Position:**

- Full-time, calendar year
- Hourly, At-will employee

**Reports To:** Head of Student Activities

### **Qualifications:**

- Experience in office administration or administrative support is preferred.
- AA or BA/BS is preferred.
- Proficient in Google Suite or Microsoft Office.
- Comfortable learning new software programs.
- Passion for athletics and/or student activities.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

### **Professional Profile:**

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem-solving skills.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Energized by details and accuracy.
- Demonstrated ability to work collaboratively with other departments and with volunteers.
- Demonstrated ability to manage multiple projects and deadlines.

### **Responsibilities:**

#### **Student Participant Data Management**

- Obtains and manages student data in various systems.
- Tracks student eligibility and makes updates in systems as necessary.
- Manages team rosters in the Student Information System, and assists with early dismissal attendance tracking for participants.
- Assists with maintaining and tracking both individual and team activity records.
- Collaborates with athletic co-op schools to manage athlete data and awards.

### **Schedule Management & Communication**

- Establishes and maintains effective communication with the Head of Student Activities, all coaching staff, student activity participants, and parents.
- Assists Head of Student Activities with content for newsletters and other athletic communications.
- Provides student activity content to the Marketing Department for various school communications and publications.
- Trains coaches on various systems (eg. Lion Campus, Final forms, TouchPros, Ryzer, etc.)
- Serves as point of contact for parents on activity registration, form completion, and other details related to activity participation.

### **Event Preparation**

- Completes tasks to prepare for hosting events on campus including:
  - Cash boxes, official vouchers, and supplies for gate.
- Maintains officials/umpires contact information and initiates payment after events.
- Assists with coordinating team travel for all events and contests.
- Communicates with opponent school on necessary event details.
- Assists with senior nights, end-of-year recognition events, and college signing days for all activities.

### **Other Administrative Tasks**

- Partners with other departments on the summer and school-year activity camp registration software planning, scheduling, system setup, and implementation. This includes training activity camp leaders how to use registration software.
- Manages financial aspects of events to include concessions cash box inventory and deposit.
- Tracks activities department spending and monitors budget accounts.
- Submits all invoices and purchase orders for the Activities Department.
- Works collaboratively with the Activities Volunteer Coordinator.
- Coordinates with coaches, activity directors, and vendors in ordering equipment and supplies.
- Assists coaches and activity directors with end of season inventory checklist.
- Manages Bound ticketing system for athletic seasons, season passes, and school special events.
- Provides back-up coverage for the High School Office as needed.
- All other duties as assigned by the Head of Student Activities.