

## Job Description

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### Position Title: Administrative Assistant to Athletics Director

#### Purpose of Position

The athletic department Administrative Assistant reports directly to the Athletic Director, providing administrative support for all athletic activities. This position interacts with administrators, parents, coaches and student-athletes on a daily basis and also partners with the Athletic Booster Club (ABC).

#### Position:

- Part Time
- School Year - position averages 20 hours a week during the school year as well as during the first few weeks leading up to the school year and after the end of the school year. Minimal additional summer hours are scheduled depending on needs of the Athletic program.
- Hourly, At-will employee

**Reports To:** Athletics Director

**Evaluated By:** Athletics Director

**Direct Reports:** None

#### Qualifications:

- Experience in administrative support, preferred.
- Passion for athletics.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

#### Professional Profile:

- Committed to the mission of DMCS.
- Possesses excellent organizational skills and work ethic.
- Characterized by integrity.
- Maintains confidentiality.
- Demonstrates excellence in communication, writing, and interpersonal skills.

#### Responsibilities:

##### Athlete Information Management

- Manages student athletic activity assignments in the student database.
- Manages student athlete physical forms and concussion forms ensuring compliance with state requirements.
- Verifies school insurance forms on every athlete.

- Manages player roster information including:
  - Creating rosters for coaches, transportation coordinator, and ABC
  - Reporting athletic participants to the business office for billing
  - Preparing inserts for game programs
  - Sending rosters to opponent school prior to games

#### **Schedule Management & Communication**

- Communicates regularly with parents and coaches as needed.
- Assists Athletic Director with content for newsletters and other athletic communications.
- Manages all athletic events on the school calendar via the website.
- Posts athletic schedules, scores and other athletic information to the website as needed.
- Confirms playing schedule with upcoming opponent schools.

#### **Other Administrative Tasks**

- Coordinates with ABC to order concessions and submit associated invoices and purchase orders.
- Communicates with ABC and coordinates concession volunteers for the concession stands.
- Assists with uniform check in at end of season.
- Assists with senior nights for all sports.
- Manages season pass process.
- All other duties as assigned.