

Job Description

Position Title: Student Activities Assistant

Purpose of Position

The Student Activities Assistant 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
- Hourly, At-will employee

Reports To: Director of Student Activities

Evaluated By: Director of Student Activities

Direct Reports: None

Qualifications:

- Minimum high school diploma or equivalent required.
- Passion for athletics and/or student activities.
- 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:

- 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.
- Coordinates with the school nurse in the collection and management of athlete physical forms and concussion forms ensuring compliance with state requirements.
- Maintains and tracks both individual and team activity records.

Schedule Management & Communication

- Establishes and maintains effective communication with the Activities Director, all coaching staff, student activity participants, and parents.
- Assists Activities Director with content for newsletters and other athletic communications.
- Works with the Activities Director to maintain the activities calendar for both competitions and practices.
- Provides student activity content to the Marketing Department for various school communications and publications.

Event Preparation

- Completes tasks to prepare for hosting events on campus.
- Manages all details related to roster preparation.
- Schedules and coordinates essential support staff for events requiring such support to include ticket takers, clock, and bench staff.
- 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.

Other Administrative Tasks

- Manages financial aspects of events to include ticket inventory and deposit.
- Submits all invoices and purchase orders for the Activities Department.
- Coordinates with coaches and activity directors in ordering equipment and supplies.
- Assists coaches and activity directors with end of season inventory checklist.
- Assists with senior nights for all activities.
- Manages season pass process.
- Sends weekly reminders/communications for the ticket taker process.
- All other duties as assigned by the Activities Director.