

Job Title: Administrative Assistant - Athletics

Department: Communications & Marketing

Reports to: Community Relations Director

Time Status: Part-Time, 12 months

Pay Status: Hourly, 10 hrs per week

FLSA Status: Non-Exempt

EEOC: N/A

Overview:

The Administrative Assistant - Athletics plays a pivotal role in supporting the smooth operation of the athletics department. This position is responsible for coordinating various administrative tasks, including budget management, uniform procurement, communication with parents, volunteer coordination, and ensuring the readiness of technology and equipment for game days.

Essential Functions, Tasks, and Responsibilities:

- Administrative Support:
 - Collaborate with the Athletic Director (AD) and Chief Financial Officer (CFO) to develop and manage the athletics budget, aligning it with the department's needs.
 - Work closely with the AD and CFO to determine appropriate participation fees based on the established budget.
- Uniform and Equipment Management:
 - Oversee the design of athletic uniforms and coach's shirts through coordination with the Community Relations Director and approved vendor.
 - Facilitate the distribution and collection of uniforms and coach's shirts at the start and end of each season, ensuring accurate sizing and inventory control.
 - Procure athletics equipment as needed and manage the pick-up and return of athletics orders.
- Communication and Event Coordination:
 - Schedule and communicate parent meetings, providing essential information and summaries.
 - Manage the logistical aspects of special events, such as picture days and senior night, and liaise with external photographers to ensure families receive photos.
 - Communicate tournament details to the building calendar manager and track participant payments.
 - Develop and implement regular surveys to collect valuable feedback from athletes, parents, and coaches.
- Coach and Player Readiness:
 - Monitor and track coach background checks and ensure coaching staff is current with first aid/CPR training.
 - Oversee player readiness by tracking waivers, payments, and physicals.
- Game Day and Technology Support:
 - Prepare technology equipment for game days, including charging and ensuring readiness for streaming and concessions.

- Provide support to the AD as required during game days.
- Promote and facilitate special game day events in coordination with the AD.
- Recognition and Volunteer Coordination:
 - Coordinate volunteer sign-ups, incorporating student support, and communicate regular reminders to families.
 - Procure volunteer thank-you gifts as part of recognition efforts.
 - Collaborate with the Administrative Assistant to establish a coach gift-giving program, encouraging family contributions.
 - Order varsity letters as needed and organize certificates for recognition events.
 - Partner with the Banquet Lead Volunteer to facilitate successful banquets, including budgeting, ordering, and communication.
- *NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

Required Qualifications:

- “Born again” Christian with an active, growing relationship with Jesus Christ as Savior and Lord
- Faithfully attends and supports a local church whose beliefs are in agreement with the CHES Statement of Faith
- Agree with, support, and abide by the CHES Christian School Statement of Faith, Lifestyle Statement, and Educational Philosophy
- Able to pass a background check
- High School diploma or equivalent
- Previous experience in an athletics or sports-related setting
- Strong administrative and organizational abilities
- Excellent communication skills
- Detail-oriented with strong multitasking abilities
- Collaborative and team-oriented mindset
- Excellent problem-solving abilities and adaptability
- Demonstrated commitment to and enthusiasm for athletics and sports programs

Preferred Qualifications:

- Familiarity with sports uniforms procurement and distribution processes
- Experience coordinating and organizing athletic events or tournaments
- Proficiency in using relevant technology, such as sports streaming equipment
- Familiarity with organizing recognition events, banquets, or similar functions
- Understanding of athletics equipment procurement and inventory management