

## **ASSISTANT TO THE ATHLETIC DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for scheduling all interscholastic athletic events which include all fields and gym practice schedules, scrimmages and all modified sport contests. The incumbent will work with the Athletic Director in recruiting coaches, trainers, lifeguards, and other essential personnel to run each individual sports program that falls under the athletic department. This person will also oversee the maintenance and preservation of all playing surfaces and venues, which include fields, courts and pools. Evenings, weekends, and other than normal work hours maybe regularly expected of this position. Work is performed under general supervision of the Athletic Director, but requires the incumbent to use initiative and independent judgment. Supervision is not a normal function of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Schedules all interscholastic athletic events including all modified sport contests, practices and scrimmages;
2. Assist the Athletic Director in recruiting and evaluating coaches, trainers, lifeguards and any other personnel that fall under the athletic department;
3. Assist the Athletic Director to verify each athlete's physical and academic eligibility to participate in interscholastic sports;
4. Assist the Athletic Director in preparing a budget and bidding for the cost of uniforms, equipment, travel, and other necessities;
5. Assist visiting teams when they arrive for contests;
6. Keep records of equipment utilization and condition and periodically reviews equipment inventory;
7. Leads and participates in scheduling and performing maintenance, cleaning, and repair of athletic equipment and fields;
8. Will work as a lifeguard in school districts that have a pool;
9. May oversee sport programs that require night time commitments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of rules and regulations related to athletic programs;  
Good knowledge of athletic equipment and materials and their appropriate use in order to distribute, maintain and repair them;  
Good knowledge of software packages for word processing to produce a variety of reports and correspondence and for spreadsheets and database management to track information;  
Ability to communicate both orally and in writing;

**ASSISTANT TO THE ATHLETIC DIRECTOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SILLS AND ABILITIES:** (Cont'd)

Ability to keep records and prepare reports;  
Ability to manage schedules for all sport contests, practices and scrimmages;  
Ability to think and act independently;  
Ability to work well with others;  
Ability to learn and administer first aid;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of administrative experience (budgeting, planning, or directing) that involved scheduling and public contact;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four (4) years of experience as described above;
- OR:            (C)     Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described above;
- OR:            (D)     An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT:**

School districts that have a pool require that you have AED/CPR, First Aid and a lifeguard certification at time of appointment.