



## *Position Description*

### **Elementary School Athletics Manager**

*Stipend: \$5,748 (2025-2026)*

*Contract/Benefits: As per Collective Bargaining Agreement*

*Reports To: Director of Arts and Wellness*

The Elementary School Athletics Manager is responsible for the comprehensive oversight and administration of the current elementary school sports program within the Allentown School District. This role ensures the development and implementation of a safe, inclusive, and enriching athletic experience for elementary school students. The manager will assist with scheduling, logistics, maintenance of equipment, personnel, and communication related to the current elementary school sports season.

#### ***Key Responsibilities:***

- Assist with organizing and managing all aspects of elementary school sports programs, including scheduling, rules, and regulations.
- Coordinate transportation, facilities, and equipment for all games and practices.
- Promote sportsmanship, teamwork, and respect among participants.
- Ensure the safety and well-being of all student-athletes.
- Communicate effectively with students, families, and school staff.
- Serve as the primary point of contact for parents, coaches, and school administrators regarding elementary sports.
- Assist with coordination and management of schedules for all elementary sports events.
- Adhere to all Allentown School District policies and procedures.
- Maintain inventory, purchase, and distribute athletic equipment.
- Assist in the setup and takedown of equipment and facilities.

#### ***Preferred Qualifications:***

- Experience working with elementary school-aged children and managing youth sports programs.
- Knowledge of basic sport skills and rules.
- Strong organization, communication, and interpersonal skills.
- Ability to create a positive and inclusive environment.
- CPR and First Aid certification.
- Ability to pass required background checks.