

Lapeer Community Schools JOB DESCRIPTION

1	Job Title	Student Athletic Assistant
2	Employee Group	Current or Former LCS Student <i>Must complete hiring process through LCS prior to first day of work</i>
3	Reports To	Certified Athletic Trainer & District Athletic Director
4	General Description of Position & Responsibilities	
	The student athletic assistant will provide support for various aspects of the athletic program generally during athletic contest and practices. Student athletic assistant will assist both the athletic trainer and athletic administrator as needed.	
5	Essential Job Duties	
	<p>The Student Athletic Assistant will perform the following duties to support the athletic trainer:</p> <ul style="list-style-type: none"> • Fill water coolers, ice chests, etc. • Load golf cart(s) with needed kits and supplies as directed by the athletic trainer. • Make ice bags. • Perform daily cleaning of the athletic training room(s) and equipment. • Assist the athletic trainer in performing inventory of equipment and supplies. • Stock supplies in taping tapes and first aid kits. • Make copies. • Communicate effectively with the athletic trainer. • Follow and enforce rules of athletic training room (no rides on golf carts, all injuries are referred to the athletic trainer, no unsupervised athletes in athletic training room, etc.) • Maintain strict confidentiality <p>The Student Athletic Assistant will perform the following duties to support the athletic administrator:</p> <ul style="list-style-type: none"> • Assist with set up fields and/or courts for practices and events (both indoor and outdoor) and assist in the cleanup following the events. • Assist with set up and break down of sideline equipment. • Make copies. • Assist with game management as needed (ie. Run clock at games or score board) 	
6	Auxiliary Job Duties	
	Perform other duties as assigned.	
7	Position Requirements	
	<ul style="list-style-type: none"> • Ability to lift up to 50 pounds • Valid Driver's license. Work may be assigned at both Lapeer High School and CFI campus. Student Athletic Assistant must be able to transport self to assigned work location. 	
8	Work Year	August 1 – June 15. Generally, 10-20 hours a week after regular school day hours. Days of the week will vary.
9	Compensation	Direct Hire Employee. Paid by time clock, if no time clock available, record time on timesheet and submit by 15 th and last day of the month in order to be paid. Current Rate of Pay = Full Minimum Wage Rate