



Administrative Assistant for Athletics

JOB SUMMARY:

The Administrative Assistant provides essential administrative, technical, and logistical support to the Athletic and Activities Directors. This role ensures efficient daily operations, accurate record-keeping for students' eligibility, and professional communication between coaches, students, families, and visiting schools.

ESSENTIAL JOB FUNCTIONS:

Clerical Support

- Develop a master schedule for facilities for athletic contests, practices, and summer camps
- Assist in updating forms, website, and other materials
- Process all contracts and schedules for the Athletics and Activities Department
- Assist in updating IHSA portal requirements (coaching requirements, participation data, and program records)

Collaboration

- Work collaboratively with Athletic and Activity Directors to carry out job responsibilities
- Collaborate with coaches to develop practice and contest schedules
- Attend all pertinent NSC and Lake County athletic director meetings
- Assist with community facilities rentals
- Communicate all athletic scheduling updates with appropriate parties

General Duties

- Provide administrative support to directors, coaches, and sponsors
- Assist in the preparation of Athletic and Activity awards for 40 competitive programs
- Communicate with families and staff regarding Code of Conduct violations
- Registration support for families, student-athletes, and coaches
- Provide coaches and students at the O'Plaine Campus consistent in-person support
- Create seasonal team and individual photo day schedules
- Serve as a liaison with official assigners and cross-check team schedules with officials' assignments
- Cross-check schedules with competing schools' schedules

Business Office Liaison

- Assist with the set up GoFan for all activity and athletic events
- Set up payment portal (RevTrak/Arbiter) for events
- Assist in submitting athletic and activity department purchase orders
- Collaborate with bookkeeper to track entry fee, tournament fee, deposits and unpaid student athletic fees
- Perform all other duties as assigned

EVALUATED BY:

- Athletic and Activity Directors

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Proficient in Microsoft Office and Google Workspace.
- Experience in activities and athletics preferred

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

TERMS OF EMPLOYMENT:

- 10 months
- Level B 23.57/hr; 13 sick days; 3 personal days; Medical, Dental, Vision and Life Insurance Benefits
- Location = O'Plaine Campus

WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER

Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.