

Metropolitan School District of Pike Township

Job Description

Athletic Secretary

SUMMARY: The athletic department secretary reports directly to the Athletic Director, providing administrative support to the athletic office. This position interacts with administrators, parents, coaches and student-athletes on a daily basis. This includes all aspects of organizing, maintaining and supporting the athletic schedule, coaches, student athletes and game personnel.

GENERAL:

1. Calendar Management
2. Compliance
3. Assist in Event Organization / Management / Special Events
4. Clerical Duties
5. Assist in facilitation of daily tasks
6. Assist in Pre-Event Organization

RESPONSIBILITIES:

1. Support the Athletic Directors in all areas of responsibilities as requested.
2. Assist in Daily Communication and Tasks
3. Verification of events, officials, game day workers and concessions.
4. Produce and facilitate athletic reports
5. Arranges all aspects of athletic contest transportation.
6. Accepts incoming mail, deliveries and packages, sorting and routing to appropriate recipients.
7. Receives, screens and directs incoming phone calls, and maintains a reliable log of all calls received.
8. Facilitates and directs parents, staff and students in regard to specific department and/or athletic inquiries.
9. Processes regular and periodic confidential documentation for the IHSAA reports as assigned.
10. Tournament Qualification Rosters and Reports.
11. Compiles and maintains organizational data bases including athletic schedules, student master lists/rosters, transportation schedules and Internet uploads.
12. Verification of daily events with transportation, coaches, officials, opponents and game personnel.
13. Represent the athletic department in weekly administrative team calendar meetings and communicate with staff any changes or important items.
14. Confirm with opponent schools and coaches all home and away games for all sports
15. Design game programs for various sport home games
16. Help plan and facilitate all promotional athletic functions, i.e. Athletic Awards Nights, Senior Nights, Half-Time game activities, etc.
17. Assist in ensuring all coaches have met all requirements for employment and ensure all paperwork is on file
18. Responsible for trophies and trophy cabinet presentation
19. Performs such other tasks and assumes such other responsibilities as the Director may assign.
20. Follows all district policies and procedures.

SKILLS:

1. Highly detail oriented
2. Proven excellence in oral and written communications
3. Must maintain a clean, neat and orderly office environment
4. Proven user of all Microsoft Office applications, especially Excel.
5. Ability to maintain strict confidentiality with all athletic department matters, as required
6. Confidence to meet the challenges in a fast paced, ever-changing environment.
7. Confidence in communicating athletic department policies and procedures to parents and other school constituents
8. Should desire to add value to all existing procedures, methods and events