Assistant Activities Director - White Bear Lake Area High School

Assistant AD will perform complex professional work assisting the Activities Director with planning, and coordinating K-12 activities and events, managing program development, overseeing facility and equipment use and care, and related work as assigned. Work is performed under the general direction of the Activities Director.

Requirements:

- Coaching experience at the high school or college level
- Valid Driver's license in the State of Minnesota

Preferred:

- Minnesota Administrative License or in an Administrative License program
- Master's Degree in Sports Management

Essential Functions:

- Assist in Administering day to day Athletic and Activity operations
- Manage MSHSL violations
- Supervise and site manage activities and events
- Manage all participation data and reporting including MSHSL and State data
- Maintain MSHSL and school activities websites including verification of rosters and section program information
- Assists with overseeing the Athletic and Fine Arts schedule
- Represents District #624 before various groups, committees, task forces at the local, metro and state level
- Act as the Sports Information Director within the Activities Office
- Other duties as assigned by the Activities Director

Knowledge, Skills and Abilities:

- Thorough knowledge of the MSHSL, Suburban East Conference and District #624 Policies and procedures
- Expertise in Web Design and Management of Activity Web Pages
- Thorough understanding of Social Media etiquette and Graphic Design
- Create and manage content to be used on video boards during competitions
- General use of PA, Scoreboards, and game management skills
- Positive rapport with students and the ability to supervise crowds
- Organizational and detail oriented skills while multitasking