

## Athletics Faculty Manager Youngstown City School District

<b>Job title</b>	<i>HS/MS Site/Game Manager</i>
<b>Reports to</b>	<i>YCSD Athletic Director / Building Principal</i>

### **Job purpose**

- To provide leadership, collaboration, and coordination in the area of the athletic program of the high school/middle school.

### **Duties and responsibilities**

- Coordinate the building athletic program with principals and coaches.
- Initiate the recruitment and recommendation of coaches and student athletes in their building to report back to building principal and Athletic Director.
- Ensure that students are signed-up and added to all rosters per sport season.
- Supervise student athletes and provide the organization prior to practice and gamedays.
- Organizes food service rosters and oversees cafeteria during feeding hours.
- Report to the wellness committee about Outreach initiatives and meeting updates.
- Makes required announcements at building as directed by Athletic Department.
- Monitor student grades and provide guidance counselors with correct information in regards to eligibility and OHSAA rules and regulations.
- Supervises home contests, if applicable to building.
- Provides information to Athletics Department and weekly updates in regards to student behavior, eligibility, and attendance.
- Sit on the Wellness Committee as the School Wellness Representative (SWR), which consists of being the liaison between the Principal and Districts Wellness Committee of all wellness outreach initiatives in the school building.
- Keep inventory of equipment
- Cooperates with the Athletic Supervisor in issuing senior citizens passes, press passes and complimentary tickets according to policy.
- Coordinates the issuance of all athletic equipment to coaches and players.
- Arranges for game workers and assists the Athletic Director with gameday management.
- Performs such other duties as assigned by the Principal and/or Athletic Director.

### **Qualifications**

- Preferred teacher/administration in the building representing.
- Ability to provide Pupil Activity Permit and all required certifications
- Possess the ability to schedule and supervise athletic events and practices
- Knowledge of sport rules and requirements.
- Preferred knowledge of Microsoft office, e-mails and other technology
- Good leader

### **Physical requirements**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job required. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Note:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The school district may add to, modify or delete any aspect of this job at any time as it deems advisable.

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Provided for reference only.  
Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

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