

Position Description

Job Title:	Athletic Secretary
Department:	Administrative Support
Reports To:	Athletic Director
FLSA Status:	Non-Exempt; Hourly; Contract; .5 FTE

Position Summary

Greets families and public, both at the front counter and on the phone and performs various clerical activities in support of the athletic department and administration.

General Job Qualifications

Must obtain CPR and First Aid Training certificates. Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies. Ability to use Microsoft Office, FACTS SIS and other software.

Evaluation

Performance of this job will be evaluated at scheduled intervals during the 170-day probationary period and annually thereafter.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Receive and direct athletic office telephone correspondence in a courteous, efficient, and timely manner.
 - Collect school and sports forms from students & families
 - Keep all records and documentation in an organized system. Initiate and update all confidential student files.
 - Monitor all coaches required OSAA certifications according to their sport.
 - Monitor and assist in initial athletic eligibility paperwork including participation, physical, insurance, concussion baseline, post-concussion baseline and participation fees.
 - Track ongoing athletic eligibility- grades and attendance. Track athletic suspensions and team rosters.
 - Update coaches about absences.
 - Make all monthly reports as required by the School and OSAA.
 - Assist with recruitment of game volunteer workers and coordinate athletic photos. Confirm game officials and schedule changes.
 - Professionally prepare correspondence, policies, protocols, procedures, and reports and circulate as needed. This includes game programs and athletic letters.
 - Update and maintain the Coach's Handbook.
 - Confirm transportation, schedules, motel reservations, travel plans for teams and coaches.
 - Assist with athletics travel arrangements.
 - Recruit volunteers to help with concessions and gate.
 - Track and manage volunteers ensuring background checks.
 - Manage concessions accounting and stock ordering.
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Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Public Relations Competencies

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.

Interpersonal Skills Competencies

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Communication Competencies

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork and Organizational Support Competencies

Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed; volunteers readily; asks for and offers help when needed; follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; prioritizes and plans work activities; attends scheduled staff meetings; uses time efficiently.

Faith and Ethics Competencies

Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values; promotes a harassment-free environment; regularly attends church; demonstrates Christ-like character; seeks out opportunities to minister to others.

Professionalism Competencies

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Quality Competencies

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security Competencies

Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality/Dependability

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

Physical Demands and Work Environment

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

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs			x		
21-50 lbs		x			
51-75 lbs	x				
76-100 lbs	x				
>100 lbs	x				
Maximum amount lifted by worker without assistance: 30 lbs .					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs			x		
11-20 lbs		x			
21-50 lbs	x				
51-75 lbs	x				
76-100 lbs	x				
>100 lbs					
Maximum amount carried by worker without assistance: 20 lbs.					
PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs			x		
51-75 lbs		x			
76-100 lbs	x				
>100 lbs	x				
Maximum weight of object pushed/pulled by worker: 70 lbs .					
Distance: 20 feet Type of Surface: level tile or vinyl					
ENVIRONMENT (WORK CONDITIONS)					
Works inside 95 % of time.			Works outside 5% of time.		
Temperature Extremes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Works on or around moving machinery or mechanical parts: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			x		
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl			x		
Walk-level surface				x	
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				
Reach at or above shoulder			x		

Reach below shoulder			x		
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing			x		
Operate Foot controls		x			
ENDURANCE					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

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. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.