

# **Columbia Academy**

## **Job Description**

### **Athletic Assistant**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** ATHLETIC ASSISTANT

**REPORTS TO:** ATHLETIC DIRECTOR

**PAYROLL STATUS:** HOURLY, NON-EXEMPT, FULL TIME, TEN MONTH  
TYPICAL HOURS 8:00 AM – 4:00 PM - BUT VARY OFTEN AND CAN INCLUDE SOME  
SUMMER HOURS

### **PURPOSE AND SCOPE OF THE POSITION**

To assist the athletic director in day to day operations of the Columbia Academy Athletic Department. The Athletic Assistant will be counted on to provide administrative support to the athletic director and coaching staff and will act as a liaison to the faculty, staff, students, parents, members of the different athletic booster clubs, alumni and CA community. The Athletic Assistant must be able to balance multiple projects and changing priorities during stressful situations without losing focus. The Athletic Assistant will most likely be the first person someone meets when visiting the athletic department. The Athletic Assistant will be imperative in providing a positive first impression and demonstrating a strong commitment to the success of the CA athletic program overall. The Athletic Assistant must be able to perform game administrator duties when needed.

### **MAIN RESPONSIBILITIES AND JOB TASKS**

1. TSSAA Compliance: (TSSAA PORTAL) Inputting sports schedules, keeping up with and inputting student athlete eligibility, submitting tournament forms. Keeping it up to date. \*\*\* submitting transfer forms for transferring students, submitting hardship letters and communicating with TSSAA directly for questions and concerns.
2. Contracts: Communicates with other teams, coaches and AD's to get contracts signed, sent and filed.
3. Football Fridays: Hosting, ordering food for and organizing suite visitors. Collecting, organizing and writing announcements for press box, special activities, halftime events, rosters from other teams, our rosters. ( *sending rosters to other teams on away games, along with passlist and names of media personnel* ) ,making sure game day agendas are printed and in press box,
4. Making activity groups/communication groups on RENWEB: Organizing all teams on the schools Renweb for easy access for coaches, staff and AD to get information to parents and teams as a whole.
5. Communication between AD, other schools and Coaches: Coaches often have a limited time before practice or games to get things done, the Athletic Assistant will help them communicate with faculty, staff, students and parents, complete time sensitive documents and maintain confidential information. Emailing other schools AD's and coaches with details about games, entrances, ticket information and parking information.
6. Senior Nights :Senior information to students and parents, writing scripts, coordinating parents/students the night of, getting flowers ordered and keeping communication with parents, coaches and athletes.

7. Scheduling team pictures w/Mac Brown: Communicating with Mac Brown photography to get dates set for all team pics, senior banners along with communicating with coaches about set times for their team and individual pictures.
8. FinalForms: Help with checking that all students are TSSAA compliant and up to date with their physicals and needed school/tssaa forms.
9. Advertising signs for sports fields and Anderson fieldhouse: Sending communications to businesses that support CA athletics with annual funds, ordering signs for new businesses and putting in work orders for them to be hung on respective fields and fieldhouse. Also making sure that the allotted funds get deposited into the respective sports and taking down signs who no longer wish to support CA.
10. Arbiter: Input all home games into the Arbiter for all sports and keep it up to date.
11. Social media, website and keeping up with records: Keep up with the school website daily with scores and schedule changes; help out with schools athletic pages.
12. Game day duties: Picking up official checks, meeting visiting team coaches, setting up chairs and scorers tables, making sure visitor locker rooms are clean, placing welcoming signs on locker room doors. \*\* Each sport will be different with their needs.
13. Game Administrator: When multiple games or the AD can not be at a game taking on the job of being the game administrator and the duties that fall within that.
14. Scheduling appointments/meetings for AD: Keeping AD on track, keeping up with scheduling and meetings, helping be a liaison between coaches, parents and players. *\*\*Weekly in season meetings with coaches and end of season evaluations with coaches.*
15. Researching and Scheduling ongoing education options for coaches: Finding clinics, coaching seminars and helping make sure our coaches are reaching their full potential.
16. Fundraising/ corporate sponsors: Help individual booster clubs with fundraising, meeting with businesses about supporting CA Athletics. Organizing and getting corporate sponsors for each school year.
17. Scheduling w/ Director of Spiritual Development and teams for service opportunities: Working with Spiritual development and coaches to make sure teams have service projects at least once per season and keeping a record of these projects and assisting coaching in scheduling them.
18. Annual facilities upkeep and Maintenance: Scheduling annual checks for goals and bleachers, etc with facilities director along with putting in work orders with maintenance to keep the facilities in good working order.
19. Coordinating with Admissions for potential student tours for those that are interested in Athletics at CA
20. Coaches compliance: Keeping up with CPR, Non- facility coaches application and coaches TSSAA meetings, etc.
21. Perform other duties as assigned by the Athletic Director.
22. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

## **KEY COMPETENCIES**

1. The ideal Athletic Assistant shall
  - Have a minimum of one-year college or professional program completion with a college degree or its equivalent preferred
  - Maintain a high level of accuracy in preparing and entering student information
  - Have knowledge of office administration
  - Have knowledge of computer programs including the ability to operate Google Sheets, Docs, Forms, and e-mail at a highly proficient level (Canva, design knowledge a plus)
  - Capable to run social media pages at a high level
  - Have prior admissions and/or sales experience
  - Knowledge of FACTS student database system
2. The Athletic Assistant must demonstrate the following skills
  - Attention to detail and high level of accuracy
  - Excellent interpersonal and organizational skills
  - Competent, professional, personable and efficient written and verbal communication skills
  - Ability to anticipate work needs and follow through with minimum direction
  - Ability to demonstrate sound judgment in decision making
  - Ability To Send Email and respond to emails in a timely manner
  - Ability to work with various coaches and teams from elementary to high school
3. The Athletic Assistant must demonstrate the following personal attributes
  - Be completely honest and trustworthy
  - Maintain strict confidentiality
  - Be respectful
  - Possess cultural awareness and sensitivity
  - Be flexible
  - Demonstrate sound work ethics

## **WORKING CONDITIONS**

The Athletic Assistant may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering student information, which requires attention to detail and high levels of accuracy. There are occasional deadlines associated with this position, which may cause stress. The Athletic Assistant must also deal with a wide variety of people on various issues.