

REFERENCE NUMBER: 2.2.1.2.1
TITLE: Assistant to the Director of Activities Job Description
DATE OF LAST REVIEW: 8/1/24
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The Purpose and Ministry of the Assistant to the Director of Activities

The Assistant to the Director of Activities position is designed to perform highly responsible and complex secretarial duties, relieving the Director of Activities of a variety of details and doing related work as required. Communications, records and office management are expected to conform to the highest standards of professionalism.

Accountability

The Assistant to the Director of Activities is accountable to the Director of Activities of Lutheran High School for the performance of his/her responsibilities as outlined. Annual performance goals may be established.

Terms of Service

The Assistant to the Director of Activities is an “at will” employee, a status understood under Missouri law to be one in which the relationship between the school and the employee may be terminated at any time with or without cause. It is assumed that, given a positive performance review, employment will be ongoing. Salary and benefits are established by the current compensation model as outlined in the current Personnel Handbook and chosen by the employee. This position part time (29.5 hours weekly x 44 weeks = 1,300 hours).

Christian Witness Characteristics

- Dedicated to Christ-centered service to young people and their families
- Models love and care for youth while being trustworthy in relationships and commitments
- Ministers to faculty, parents, students, alumni, and other members of the Association
- Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
- Models the Christian faith in professional & personal activities
- Conveys the Association’s mission with passion clearly and directly

Qualifications

- High School Diploma
- Proficiency in secretarial skills
- Skills in working with people (visitors, students, staff)
- Related job experience preferred
- Must successfully pass a criminal background check

Positional Responsibilities

1. Arrange all transportation to and from athletic contests and verify with coaches.
2. Secure hotels and transportation, if needed, to all out-of-town tournaments and postseason competitions.
3. Share the invoices for athletes to out-of-town tournaments, before the event.

4. Responsible for maintaining all forms regarding student eligibility in compliance with the MSHSAA rules and regulations including physicals and preparing the Missouri High School Athletic Association [MSHSAA] Annual Athlete Eligibility List and sending it to the MSHSAA by required date.
5. Responsible for maintaining all rosters, schedules, Student Waiver forms and entry lists to MSHSAA in accordance with MSHSAA guidelines.
6. Responsible for adding to schedule to Arbiter and officials where required.
7. Responsible for paying officials through Arbiter Pay.
8. Coordinate Fall, Winter and Spring registration for athletes. Communicate with Coaches and Families regarding registration requirements.
9. Create and distribute a weekly athletic schedule to Coaches and Faculty and Staff.
10. Work closely with the school office personnel in maintaining the Operations Calendar.
11. Produce and communicate accurate schedules, coach's handbooks and team rosters and other record keeping as needed.
12. Communicate all events to the high school staff, maintain and give each staff member up-to-date schedules and team rosters. Notify teachers which athletes are leaving classes early.
13. Assist in maintaining the Activities Department budget.
14. Receive and route all correspondence and meeting notices to coaches/advisors.
15. Coordinate the athletic banquets to include ordering awards and printing certificates for athletes.
16. Provide Home game schedule for game workers and Principal to schedule supervisors (teachers/administrators) for home events.
17. Assist the Booster Club with scheduling gate workers and concessions stand workers for all home athletic events.
18. Plan and organize concession operations
19. Develop and maintain a menu and inventory for concession operation
20. Purchase and inventory all products sold in the LHS concession stand.
21. Assist the drama department with ticket sales for performances.
22. Assist the music department with programs and other duties for band and choir concerts.
23. Utilize Jotform to create registration forms for Jr. Cougars, Activities, Fundraisers, Summer Camps, and ticket purchasing for StuCo dances.
24. Responsible for performing day-to-day website maintenance of the athletic pages.
25. Direct coaches/sponsors to the Outreach Coordinator when they need to post an item pertinent to their program (s).
26. Maintain comprehensive and easily accessible computer and paper files.
27. Work with the Facility Director to schedule use of facilities by outside groups and coordinate supervision of these groups.
28. Invoice rental groups as instructed by the Facility Director.
29. Be responsible for other duties not listed but deemed necessary by the administration.