

REFERENCE NUMBER: 2.2.2
TITLE: Director of Activities Job Description
DATE OF LAST REVIEW: 2/11/19
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Accountable to: Principal

Employment Terms – 12 months/260 days per year

The mission of the Director of Activities is to provide all students the opportunity to participate in extra-curricular activities and grow physically, socially, mentally, emotionally, and spiritually. The Director of Activities will be organized and clearly communicate with school stakeholders.

Christian Witness Characteristics

- Is dedicated to Christ-centered service to young people and their families, models love and care for youth, and is trustworthy in relationships and commitments
- Is conversant in and committed to the doctrines of the Lutheran Church-Missouri Synod and dedicated to promoting the Christian faith through the ministry of Lutheran High School
- Focuses on the common unity in Christ that is shared at Lutheran High School
- Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
- Models the Christian faith in professional & personal activities, integrating his/her life with God's grace
- Conveys the Association's mission to others with passion and communicates effectively in clear and direct written and spoken language

Qualifications

The Director of Activities must:

1. Hold a Bachelor's Degree from an accredited school of education and provide a transcript of credits.
2. Hold or be willing to obtain a Master's Degree in administration or related field.
3. Hold or be willing to obtain appropriate certification from the State of Missouri within two years.
4. Start a colloquy program within two years and complete the program within 5 years if not synodically trained.

Responsibilities

1. Directly responsible for the administration of all areas of the activities program of Lutheran High School.
2. Shall interview new head coaching applicants and provide major policy and procedures to the coaching staff.
3. Observe coaches and staff members at their work.
4. Oversee the Mentoring Program for LHS coaches.
5. Maintain a spiritual atmosphere in the activities department and within the coaching staff.
6. Meet with the activities staff on a regular basis and resolve conflicts within the activities department.
7. Participate in meetings that include the AAA, MSHSAA and other governing bodies.
8. Organize pre-season parent meetings.
9. Distribute Athletic and Coaches Handbook for students and coaches.
10. Keep an accurate record of Emergency Medical Information and coaches.
11. Be aware of the use of all athletic facilities, both during school hours and other times.
12. Supervise the scheduling of all high school activities events.
13. Mail (hard copy and e-copy) game contracts to competing schools for all home athletic events.
14. Responsible for contracts and confirmation of all game officials.
15. Responsible for ordering of supplies and equipment for individual sports.
16. Oversee fiscal elements of all activities and work closely with office personnel in all budget matters.
17. Keep an accurate inventory of all uniforms, athletic equipment, and training supplies.
18. Provide for the cleaning, repairing and storing of athletic equipment and uniforms; maintain an inventory of equipment.
19. Keep accurate team records and statistics on file (coaches are to turn these in at the end of the year).
20. Organize and supervise the necessary duties that must be performed at home contests including clock/scoreboard operators, an official bookkeeper, and announcer if applicable.
21. Responsible for securing the services of police officers for events deemed necessary.
22. Oversee the day-to-day and long-term care of the facilities and equipment. This includes working with the Head of Maintenance to determine in-house repairs and those requiring subcontractors.
23. Maintain standards of professional competence and exhibit a strong Christian work ethic.
24. Work well with faculty/staff, constituents, students and parents.
25. Effectively participate on the Lutheran High administrative team.
26. Prepare LHS fields and courts for contests. This includes setup and take down of facilities.
27. Responsible for the LHS van (gas, maintenance, cleaning, etc.) as needed.
28. Perform other duties and responsibilities as needed and appropriate.