



## **Job Announcement**

**Position: Athletic Coordinator**

Reports to: Athletic Director

Employment Status: Part Time, 25 hours/week

FLSA Status: Non-exempt

Salary: \$25.00 per hour

### **Job summary**

The role of the Athletic Coordinator will be to assist the Athletic Administration and coaching staff with game day functions for the purpose of achieving the goals of the athletic program.

The responsibilities of the Athletic Coordinator include, but are not limited to:

### **Responsibilities**

- Providing set-up and break down for facilities and on-site locations to ensure the safety of students participating in co-curricular events
- Making sure facilities and/or equipment are unlocked before games and locked up after games
- Answering logistical questions for athletes, parents, and coaches
- Collecting and securing monies from admission table volunteers
- Performing other duties as assigned by the Athletic Administration
- Assist with athletic applications and software
- Manage computer during Varsity games on the large digital monitors
- Liaison for KBFT Sports Broadcasting Class. Monitoring student live feed
- Assist with seasonal programs
- Scheduling game day workers

### **Required skills, qualities**

- Outgoing, approachable, and ready to offer support
- Well organized and able to work independently
- Willingness to work nights and weekends as needed
- Ability to submit to and pass background check and fingerprinting requirement
- Possess knowledge in physical education and general sports
- Possess current, or obtain upon hire, CPR/First Aid certification
- Possess high school diploma or equivalent

**Open until filled.**