



## **Rockford Lutheran School Job Description**

**Title:**                   **Assistant to the Athletic Director**

**Date:**                   **Revised March, 2018**

**HOURS:**                   20 hours

**SCHEDULE:**             52 weeks; Monday – Friday; 8:00am – 12:00pm

**SUMMER SCHEDULE:** 20 hours average per week if needed

### **Reporting Responsibilities:**

- Will report directly to the Athletic Director
- Will be evaluated annually by the Athletic Director

### **Primary Job Responsibilities:**

- Reserve and coordinate team/school transportation (school mini-buses, and/or rentals)
- Coordinate Bus Release Program
- Work with the Business Office on Athletic Department related items:
  - Officials Checks
  - Athletic Fees/Payment Plans
  - Cash Box request
  - Team entry and fees
  - Purchase requisitions approved by the AD
- Work with school nurse on retrieval of student sport physicals
- Registration of all sports and activities on 8to18
- Entry of schedules and scheduled contests as they arrive in the AD office into AD Assist
- Generate athletic team rosters
- Coordinate and supervise team pictures
- Create and update coach contact list
- Coaches meeting packets
- Coordinate season awards and maintain database

- Certificates
- Letters, pins, chevrons, bars, etc.
- Plaques and trophies
- Senior Night
  
- Equipment Inventory
  - Audit in the summer
- Coordinate volunteers
  - Concession and administrative
- Coordinate summer camp schedule and brochure
- Shall perform duties as may be necessary assigned by the Athletic Director

**Other:** Shall perform duties as may be necessary assigned by the Executive Director

**Physical Environment:** The duties of this job require sitting, standing, walking, and stooping. Must be able to lift common office supplies and equipment weighing up to twenty-five pounds.

**I understand the description of this job and essential functions as given above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ROCKFORD LUTHERAN SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER  
M/F/D/V**