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**Athletic Assistant**

**Employment Opportunity**

**Job Title:** Athletic Assistant

**Reports To:** Athletic Director

**Prepared Date:** 05.2017

# Position Overview

Open Door Christian Schools is seeking a full-time Athletic Assistant for the 2017-18 school year who will be responsible for various operational and financial duties in the Athletic Department. Athletic Assistant will be a mature believer who embraces the mission of the School, which is to equip disciples through exemplary education.

**Type of Position**

The Athletic Assistant position is a full-time, nonexempt position that is paid an hourly rate. It is anticipated that the Athletic Assistant will work an average of approximately 45 hours per week. Hours worked in excess of 40 hours per week will be compensated at time and a half.

**Required Spiritual Qualities**

* Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
* Seeks to live a life as His disciple.
* Stands as a positive Christian role model for students, staff and our larger community.
* Regularly attends church with a congregation that has a statement of faith consistent with the School’s statement of faith.
* Demonstrates by example the importance of the Scriptures in the daily life of a believer.
* Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

**Required Professional Qualities**

* Holds, at a minimum, an associate’s degree.
* Is organized and able to multi-task.
* Is highly motivated and can independently work on own with minimal supervision.
* Possesses good verbal and written communication skills.
* Has prior experience working in an office setting performing a variety of tasks; prior experience in working with athletics is desired.
* Demonstrates a proficient level of computer literacy and has experience with various software packages; has extensive knowledge of and experience in working with Microsoft Word, Excel, Publisher, and Google Docs.
* Maintains confidentiality of sensitive information.
* Promotes a positive attitude about the Athletic Department, the School, its employees and students.
* Agrees to abide by School policies and procedures.
* Commits to excellence, efficiency, customer service and the School’s shared values.

**Other Qualifications**

* Has reliable transportation and is able to drive off campus to purchase items needed for the department (i.e. concession food) and for other functions.
* Is able to meet the physical demands of the job which entail carrying and/or transporting deliveries/supplies/other items and assisting with event preparation.

**Essential Job Functions**

* Performs daily administrative responsibilities in the overall management of the athletic office (i.e. responding to emails and phone calls in a timely manner, confirming event details, assisting coaches and students, answering parent questions).
* Assists in the planning, coordination and execution of multiple Athletic Department events (i.e. cross country invite, seasonal athletic awards, basketball tournament, annual steak fry dinner and auction, track invite, summer athletic camps, pre-season parent meetings).
* Schedules transportation for athletic teams and school field trips.
* Oversees the concession stand operations (both inside and outside), including the weekly ordering of Coke supplies and picking up supplies at Sam’s Club.
* Coordinates volunteers for gate, concession, clock, etc. via the use of VolunteerSpot (or other means).
* Inputs and updates athletic schedule on athletic site, RenWeb and athletic shared calendar.
* Coordinates and maintains student athlete physical forms.
* Coordinates and plans the seasonal athletic awards (i.e. ordering awards, printing certificates, preparing PowerPoint and/or other presentations, developing event program booklets, organizing provision of food if necessary, organizing awards night).
* Assists with tracking and securing coaching credentials and related requirements.
* Prepares purchase orders for department expenditures.
* Approves athletic department invoices for payment.
* Maintains spreadsheets to track financial information of team/camp orders.
* Attends meetings, professional and spiritual development days, Bible studies, etc. as requested.
* Assists the Patriot Pride Athletic Boosters Club as requested.
* Works home athletic events as needed.
* Performs other duties as assigned.

**Contact Information**

Interested candidates should submit a cover letter, resume and the Non-Certified Application (which may be found at odcs.org under “About” and then “Career Opportunities”) to:

Bryce Johnson, Athletic Assistant

Open Door Christian Schools, Inc.

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Elyria, OH 44035

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