CATHOLIC SCHOOLS OF GREATER KALAMAZOO
JOB DESCRIPTION

School: Hackett Catholic Prep High School
Job Title: Athletic Secretary

Position Information

Reports to: Athletic Director
Terms of Employment: Refer to benefit addendum
Hours of Employment: 20 hours per week
Monday through Friday – hours to be determined by Athletic Director.
Limited opportunity for time off during the school year. Extended unpaid
time off normally available during Christmas break and Spring break, and the
part of the summer break.

Job Summary

This position is responsible for providing administrative support to the Athletic Director.

Education, Experience, Skills Knowledge, Qualifications and Abilities

- Proficiency in typing.
- Working knowledge in Microsoft Office Suite (Word, Excel, and PowerPoint), Google Drive,
  and various software programs used by the athletic office.
- Ability to learn tasks to promote office efficiency.
- Excellent verbal and written skills.
- Have current certification in child and adult cardiopulmonary resuscitation (cpr) and first aid
- VIRTUS trained.
- Positive rapport with students and parents.

Performance Responsibilities

Duties

a. Answer phones, record and distribute messages.
b. Coordinate communication between Athletic Director and coaches, parents, students, and
  community.
c. Prepare athletic schedules for publication (print and web-based).
d. Distribute schedules to appropriate event personnel. Update with changes or
cancellations.
e. Maintain athletic website, including posting athletic team scores/results daily.
f. Prepare and distribute athletic and coaching handbooks.
g. Ensure that all coaches have met MHSAA and Diocesan requirements for employment.
h. Maintain accurate physicals/consent information and distribute to appropriate personnel.
i. Determine academic eligibility for athletes throughout the year.
j. Prepare information forms and packets for parent meetings.
k. Coordinate and arrange for transportation for athletic, activity, and other CSGK school
events.
l. Prepare and distribute athletic facility and maintenance schedules.
m. Maintain end of season records.
n. Participate in awards committee, as necessary.
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o. Coordinate end of season athletic awards distributions (letters, pins, etc.).
p. Coordinate and schedule officials for athletic events and follow-up to ensure coverage of events.
q. Assist in coordinating various athletic events during the year in conjunction with the Athletic Boosters and CSGK Advancement Office (Shamrock auction, golf outing, Hall of Fame and Awards Night, etc.).
r. Assist in planning summer camps, which includes communication, registration, ordering supplies/materials, collection of payments, and other duties as necessary.
s. Maintain trophy and awards inventory and management.
t. Assist in maintenance of equipment and uniform inventories.
u. Sell event tickets and safeguard collected revenue.
v. Administer revenue and monitor invoices, as needed.
w. Order supplies and maintain a professional office environment.

2. Other
a. Maintain a high level of professionalism while in the office.
b. Adhere to confidentiality in regard to staff and student issues.
c. Meet Diocesan requirements for VIRTUS training.
d. Meet requirements for blood borne pathogen and concussion training.
e. Meet requirements for CPR and First Aid training.
f. Attend after school and evening events as determined by the Athletic Director.
g. Provide backup to Office Manager/Receptionist, when necessary.
h. Perform other duties as assigned by Athletic Director.

Physical Requirements and Work Environment

Semi, climate controlled room with moderate noise levels.

Evaluation

Job performance will be ongoing and evaluated annually. Written feedback will be given on job strengths and areas of improvement.

Employee Signature: ____________________________ Date: ________________

Athletic Director Signature: ____________________________ Date: ________________

This job description is for informational purposes only and does not constitute an offer of employment.