



CEDAR VALLEY
CATHOLIC SCHOOLS

JOB DESCRIPTION

POSITION NAME: CVCS ACTIVITY COORDINATOR

CLASSIFICATION: EXEMPT, CERTIFIED

REPORTS TO:

MIDDLE SCHOOL & HIGH SCHOOL PRINCIPAL

CHIEF ADMINISTRATOR

BOARD OF EDUCATION

EFFECTIVE DATE: 07/01/2019

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

1. Roman Catholic, practicing and in good standing with the Church
2. Supports and fosters Christian uniqueness of system
3. Uses gospel values as the basis for decision-making
4. Valid teaching license, Valid Administrative license or Activities Administrator authorization- persons with a sports management BA or MA degree can qualify to apply with the BoEE for this.
5. Understanding of general principles of operations and activity regulations and procedures
6. Must be able to prioritize workload to meet demands
7. Requires excellent good communication skills (both verbal and written)
8. Requires organizational skills with ability to meet deadlines
9. High level of accuracy and attention to detail
10. Requires the ability to maintain confidentiality
11. Possess the ability to be flexible, adaptive, and cooperative.
12. Ability to flex working hours

DUTIES/RESPONSIBILITIES:

1. Position encounters both recurring work situations and occasional variations and questions.
2. Individual operates from specific and definite directions and instructions, performing with moderate supervision
3. Meet regularly with the administrators to determine job targets and priorities.
4. Maintain insurance and accident reports forwarding necessary information where appropriate
5. Coordinate transportation for all activities, 6th-12th grade at least one season ahead of time.
6. Coordinate activity volunteers: gate workers, concession stand as needed, clock/book, chain crew, etc.

7. Coordinate and assist with field/gym/event set-up and tear-down, and upkeep/maintenance
8. Coordinate the hiring of 7th-12th grade assistant coaches and all 7th-8th grade coaches.
9. Manage activities social media pages.
10. Inform staff a week ahead of time, when possible, of students who will be absent from class for any athletic purpose.

Administrative Support

1. Recognize and support the educational value of team management
2. Foster good school-community relations by keeping the community aware of and responsive to the activity programs
3. Requires extensive and close working relationships with principals and coaches
4. Ability to develop solutions to problems that are presented and implement plans developed by teams of stakeholders in a timely fashion.
5. Recommend to the administration changes in policies and procedures that enhance the CVCS programs
6. Maintain a positive rapport with students, staff, parents and the community.
7. Provide the principal and/or chief administrator any state and conference correspondence with which they should be knowledgeable
8. Sailor Nation alignment to CVCS Coaches, programs, & recruitment

Activity Coordinator Leadership Roles

1. Organize and administer the overall program of extracurricular activities, both intramural and interscholastic, for the district including scheduling.
2. Provide feedback and recommendations to building administrators regarding selection, assignment, and evaluation of athletic coaches, sponsors, and moderators and evaluate the assistant and middle school coaches.
3. Coordinate the hiring of officials and policemen as required, and assume general responsibility for the scheduling of proper supervision of activities and athletic events
4. Communicate appropriate rules and regulations governing the conduct of the activities programs, for administrators, coaches and students.
5. Track coach licensures and ensure all coaches attend required trainings and meetings.
6. Arrange field and gym practice schedules for both school and non-school activity programs (including Sailor Nation events)
7. Keep records of the results of all junior and senior high school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
8. Responsible for getting schedules to IHSAA, IGHSAA, coaches, and opponents for all conference, sectional, district, regional, and state competitions
9. Oversee coaches' issuance of and collection of school equipment, and uniforms, and care and maintenance of same
10. Attend conference Activity Director meetings

11. Other duties as assigned.

SUPERVISES:

Athletic/Activity/Moderator/ Coaches

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.