

ACTIVITIES COORDINATOR

REPORTS TO: Building Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

- Responsible to the Superintendent and works under the direction of the High School Principal.
- Responsible for coordinating all School District #10 buses for travel, i.e. field trips, athletic events, band and chorus trips.
- Coordinates the use of all activity facilities in the School District with the respective building by groups outside the school.
- Plans, organizes and supervises all athletic activity awards programs.
- Assumes responsibility for assignment of keys to all activity facilities.
- Assists the administration in the preparation and the distribution of complimentary passes for the School District.
- Coordinates ticket takers and announcers for activities.
- Coordinate High School activities with the County Recreation Department.
- Coordinates officials through MOA contacts for the sanctioned events.
- Coordinates supervision for all activities.
- Coordinates substitutes for activities with attendance secretary.
- Organizes and makes arrangements for all music events such as lodging and meals when required.
- Collects and records all activity fees and reports to Business Manager/Clerk.
- Is responsibility for the distribution of all new activity equipment and supplies.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Valid Montana teachers certification
- Ability to write routine reports and correspondence.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.

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WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job.

The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites.

MENTAL / MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interaction which require oral and written communication.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

History

Approved on: June 9, 2010

Revised on: