

## JOB DESCRIPTION

TITLE

ACTIVITY COORDINATOR

## QUALIFICATIONS

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.

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|--------------------------|---|
| Education/<br>Experience | Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g. ability to use email).  |
| Language Skills          | Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or the school board.  |
| Mathematical Skills      | Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.  |
| Certificate/License      | N/A   |
| Reasoning Ability        | Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.   |
| Physical Demands         | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; talk, and hear. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee |

shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**Work Environment**      The work environment characteristics described here are representative of those 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. The noise level in the work environment may range from moderate to loud.

**REPORTS TO**              Principal

#### **GENERAL RESPONSIBILITIES**

1. Coordinates and supervises interscholastic and intra-scholastic athletic and non-athletic related activities.
2. Serves as a liaison with school support organizations and the media.

#### **SPECIFIC RESPONSIBILITIES**

1. Administers all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Florida High School Activities Association including: all eligibility requirements, insurance, and other miscellaneous administrative procedures, guidelines and policies.
2. Schedules interscholastic athletic contests.
3. Secures and contracts contest officials for all home athletic events.
4. Coordinates transportation for all away events. (This includes school buses, van transportation and/or charter buses.)
5. Recruits, assigns, supervises and evaluates the head coach in each sport.
6. Purchases all equipment, uniforms, and supplies for all athletic teams.
7. Secures and contracts security for home events as needed.
8. Secures and schedules gate service workers, clock/scoreboard operators, ushers, and ticket takers for home events.
9. Coordinates athletic awards for all sports.
10. Administers the Activities Code of Conduct. This includes all tobacco, drug, alcohol, and other violations.
11. Prepares and administers the athletic budgets.

12. Serves as a liaison with booster clubs and/or parent support organizations.
13. Coordinates the activities of all clubs and classes including fundraising, assemblies, picture days, and other special events.
14. Assists in the coordination and supervision of graduation, the Junior/Senior class prom, and/or other major events.
15. Assists Student Council in the coordination and/or supervision of all homecoming activities.
16. Supervises the publication of a monthly school activities calendar.
17. Participates and is in regular attendance as an ex-officio member with the department chairpersons.
18. Coordinates all facility use by outside groups.
19. Ensures all athletic facilities are regularly maintained.
20. Performs other duties as assigned.