

HIGH SCHOOL STUDENT ACTIVITIES COORDINATOR

GENERAL RESPONSIBILITIES

Responsible for the overall co-curricular program at the school, including but not limited to athletic and non-athletic activities. Provide resources to the organizations and coordinate their activities to ensure that a well-rounded program is offered to the student body.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage all supplemental positions including the distribution and collection of contracts and supervision of all coaches/adviser.
- Supervise and advise coaches. Conduct coaches' meetings to explain local and state rules and regulations.
- Prepare and certify all interscholastic eligibility and develop master eligibility list for the Virginia High School League.
- Prepare and disseminate coaches' handbooks and provide coaching orientation by sport seasons.
- Staff and manage the operation of all home activities and events. Staffing includes: support personnel, security, game officials and custodial support.
- Establish and maintain crowd control procedures for all events to ensure proper enjoyment and safety of all spectators and participants.
- Administer/implement high school graduation planning.
- Submit paperwork for athletic events including: game schedules, payment of support personnel, police, and officials, gate receipts, ticket inventory and control sheets, interscholastic inventory, and budgets.
- Secure transportation for all school activities and prepare necessary paperwork.
- Coordinate ground services for field preparations.
- Administer/implement preseason interscholastic meetings with athletes and parents.
- Schedule and maintain athletic physical documents/records.
- Order and maintain an inventory for uniforms, medical supplies, and equipment for all interscholastic activities.
- Serve as a director for district, region and state interscholastic activities and championships.
- Maintain correspondence with students, faculty/staff, parents and community.
- Organize and implement recognition programs and assemblies for the student body and faculty/staff.
- Maintain records and files for all organizations sanctioned by the school; conduct reviews and evaluations on a periodic basis.
- Supervise election/selection process for the Student Cooperative Association and grade level officers.
- Organize and evaluate student leadership programs. Supervise the eligibility of students for elected office.
- Serve as a liaison for the Parent and Booster groups

- Provide in-service training for activity advisers and sponsors. Orient new teachers to the student activities program.
- Coordinate logistical aspects of planned events by school administration.
- Maintain master event calendar for school and community use.
- Coordinate student events including but not limited to: dances, fundraisers, concessions, yearbook ordering and distribution, pictures, etc.
- Assist in development of student handbook/planners.
- Assist in organizing and distributing pictures for classes, clubs, athletics, music, faculty and teacher of the year.
- Assist in the processing of all contracts between student organizations and organizations outside the school.
- Coordinate the use of school bulletin boards and show cases.
- Maintain involvement with local, state and national professional organizations.
- Coordinate school participation in approved exchange programs.
- Meet with various product vendors for fund raising opportunities or athletic equipment needs.
- Supervise requests for all club projects and fundraisers.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to serve as a liaison between various athletic and academic teams, clubs, the community, parents, school system administrators, vendors, media, and other special interests groups; ability to multitask while coordinating several activities simultaneously; ability to develop and facilitate a co-curricular program that supports student achievement and the Standards of Learning; must possess strong leadership characteristics and skills; continued professional development to obtain national certifications in athletic administration.

EDUCATION AND EXPERIENCE

Bachelor's Degree and experience as a coach and/or adviser.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 50 lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 5/05
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