



Job Title: Athletic Operations Coordinator

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| Position Title: Athletic Operations Coordinator | Reports to: Director of Athletics |
| Job Category: Support Staff | FLSA: Hourly, Non-Exempt |
| FTE: 1.0; year-round position | Current Date: December 2021 |

General Summary: Coordinates the Athletic Department events, department special events, facility rentals and uniform/equipment needs to ensure optimal scheduling, efficient operations, safety, fiscal health, customer satisfaction, and instructional needs, in alignment department strategic goals and the School’s curriculum.

Essential Duties and Responsibilities:

- Coordinates the equipment and events needs to ensure the School is offering quality, co-curricular programs.
- Provides exceptional and timely customer service related to all facets of Athletics. Develops and maintains strong relationships with coaches, students, and parents.
- Serves as a resource by providing information and consultation to USM coaches, administration, parents, and the community at large regarding the Athletic program.
- Works collaboratively with internal and external stakeholders (i.e. USM Athletic Department, USM administration, Division Heads, Hall of Fame Committee, USM facilities, vendors, and facility rental users).
- Helps maintain the Athletic Department inventory in optimal condition.
- Initiates, implements, and coordinates a variety of program components, which will further enrich the USM Athletic Program.
- Maximizes resources and stays abreast of new and emerging trends and needs.
- Coordinates all game management for USM Athletic Department.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Strong knowledge and experience of Athletic Department operations and equipment
- Ability to competently use technology
- Experience working with a diverse population
- Effective communication skills
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- Excellent organizational skills with a strong degree of self-direction and motivation
- Ability to maximize resources
- High level of maturity, confidentiality, and assertiveness
- Ability to work effectively both independently and collaboratively as part of a team
- Ability and flexibility to work hours scheduled around athletic, and school events, and rentals

Education and Experience:

- **Bachelor’s Degree in Physical Education, Education, or related field**

- **2-4 years' field experience preferred**

Working Conditions: Good working conditions in a school environment; exposed to diverse weather conditions.

| Physical Requirements: | Percentage of Work Time Spent on Activity | | | |
|---|---|--------|--------|---------|
| | 0-24% | 25-49% | 50-74% | 75-100% |
| Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus. | | | | X |
| Hearing: Must be able to hear well enough to communicate with students, employees, and others. | | | | X |
| Standing/walking/sitting | | | | X |
| Climbing/Stooping/kneeling/balancing. | | X | | |
| Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.) | | X | | |
| Manual dexterity to operate computer and office equipment. | | | | X |
| Bending at the neck and waist. | | | X | |
| Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff. | | | | X |

Drug Free Workplace:



The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

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

University School of Milwaukee does not discriminate in employment on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off school premises during non-working hours, or any other characteristic protected by law in its employment practices.