

**Position:** Athletic Manager-Track

**Level:** Middle School

**Type:** Athletic

**Minimum Requirements:**

- First Aid Certification
- Concussion Training

**Required Knowledge, Skills & Abilities:**

- District, state, national and league guidelines
- Understanding child growth and development
- Effectively communicating with both students and adults
- Managing and directing adult volunteers
- Providing leadership and vision for the program or sport

**Responsibilities:**

- Planning for time spent with students at meets
- Providing supervision at all competitions
- Ongoing and updated communication with students, parents and families
- Working directly with school administrator
- Implementing changes from district or league with students, other coaches, school administration
- Scheduling events
- planning for transportation
- Handing out, collecting and monitoring paperwork throughout the season
- Recruitment of program participants
- Distributing and posting schedules
- Schedule & train volunteers
- Facilitate system of timing, scoring, and placing events
- Coordinating and directing other paid adults (coaches/assistants)

**Equipment & Facilities:**

- Ensuring all students have access to a uniform (purchasing or lending)
- Reserving facilities & helping prepare facility for meet
- Maintaining an updated inventory of equipment (uniforms, supplies, athletic equipment, first aid, etc)

**Events:**

- 2-3 total planning meetings (before and during season)
- Co-hosting 3-4 dual track meets
- District track meet
- Parent informational meeting

End-of-season celebration