Available Position: Athletic Department, Athletic Administrative Assistant
Department: Athletics
Reports to: Director of Athletics and Physical Education
Full/Part-time: Full-time 12 Month
Date Posted: June 21, 2024
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:
Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity Prep’s student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

As a Member of the Athletic Department:
Our primary commitment is to provide an opportunity for student-athletes to fully develop their academic and athletic potential. Through practice, training, and competition, the department strives to instill in each student-athlete: good sportsmanship and personal integrity, loyalty to the group and the ability to function with others as a team, appreciation for the benefits of hard work, motivation and perseverance in both winning and losing situations, and pride in accomplishments gained through fair and honest means.

We strive to generate pride and enthusiasm in students, alumni, and the community which Trinity Prep serves. All Trinity Prep coaches are expected to embrace the school’s philosophy of encouraging students to participate in multiple sports teams at Trinity, rather than focusing on one sport and playing it year-round. As a coach, your responsibility is to help develop a well-rounded student-athlete with balance and objectivity.

Position Summary:
The athletic administrative assistant is vital to the department’s functionality by providing effective communication and reporting between coaches, the Director of Athletics and Physical Education, and the community. By assisting the Director of Athletics and Physical Education while implementing the
mission effectively, the assistant will promote proficient and professional conduct and create a positive experience for the student-athletes.

Strong interpersonal skills are necessary, as this individual will communicate with all constituents. You must be a self-starter and a driven problem-solver. Professionalism is expected in appearance and demeanor, and maintaining confidentiality is a must. Effective phone skills, excellent organizational skills, and the ability to prioritize workload and multitask are essential. Experience in a high-functioning administrative office is preferred. The administrative assistant will be part of a team of administrative support staff at Trinity Prep, supporting the entire school where and when needed.

The Athletic Administrative Assistant will exemplify Trinity Prep’s four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

The Athletic Administrative Assistant will exemplify Trinity Prep’s three Core Leadership Competencies that apply specifically to this position:

- Instills Trust with a Customer Focus
- Resourcefulness
- Plans and Aligns

**Duties and Responsibilities:**

- Possess the ability to work effectively in an environment with many interruptions, and has exceptional interpersonal skills.
- Demonstrates tact, integrity, maturity, and professionalism. Maintains confidentiality and respect to everyone.
- Builds strong relationships, gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Provides administrative support to the Director of Athletics and Physical Education and Assistant Athletic Director(s) by answering phone calls, managing daily/weekly schedules, emails, written correspondence, and returning calls.
- Coordinates with Coaches on roster and schedule changes.
- Coordinates and communicates dismissals and game logistics.
- Responsible for FHSAA clearance and medical forms; keeping a database, and ensuring that student-athletes' forms are completed correctly.
- Maintains student eligibility files, forms, team records, rosters, and all athletic website information.
- Confirms all games and game times and communicates parking/transportation with opponents.
- Set up and maintain accurate filing systems and record keeping systems for Athletics.
- Update department policies, procedures, and lists; provide orientation and support for new department staff members.
- Maintain department office equipment; anticipate needs and order office supplies.
- Create work orders for Trinity Prep staff members and coordinate the facilitation of requests with Facilities.
- Process facility use requests and maintain subsequent calendars.
• Manages the office personnel’s calendar, schedules on- and off-site meetings, travel arrangements, and correspondence.
• Provides clerical assistance to all coaches.
• Assists in coordinating special events.
• Help coordinate and supervise the various aspects of Trinity Prep athletic events held on the Trinity Prep campus.
• Proactively responds to and/or coordinates issues when possible.
• Must be a strong team player and assist other departments and staff as needed.
• Participates in crisis communication.
• Performs other duties as assigned by the Athletics Director.

Qualifications:
• Bachelor’s degree from an accredited institution or the international equivalent with a focus in a related field.
• Minimum of 3 years of experience in an administrative support role in public, independent school, and or higher education experience is a plus.
• Promotes an inclusive environment that values, encourages, and supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
• Exceptionally capable in both written and oral communication.
• Excellent organizational and interpersonal skills.
• Excellent computer skills; high proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) and Google Suite (Docs, Sheets, Slides, Sites).
• Proven success working collaboratively with other members of the athletic and physical education department.
• Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:
• CPR/AED/First Aid can be obtained upon hiring.

Benefits:
• Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan

Application Requirements:
• Interested candidates should complete an application through the below link:
  APPLY NOW

Employee Nondiscrimination Policy:
• Trinity Preparatory School is an Equal Opportunity Employer.