



Rockford Area Schools

Activities Coordinator

General Definition of Work

Coordinate activities registration processes, provide administrative support for District activities meetings and communications, and assist students, families, and coaches with inquiries. Duties performed under limited supervision of the Activities Director.

Essential Functions

- Coordinate, implement and process activity registrations according to guidelines and policies of Minnesota State High School League (MSHSL).
- Create online tickets for advance purchase at events.
- Provide support and consultation for activity scholarships.
- Maintain activities registration website and required forms.
- Coordinate coaches and family sports meetings to begin each season.
- Manage ticket deposits, reporting, and submission to the Business Office.
- Ensure timely and accurate submission of payroll vouchers for processing.
- Coordinate team picture process, vendor relationship, and communications.
- Prepare and coordinate all aspects of certificates and awards for activity participants.
- Monitor Activities Department budget, review fund balances, and route orders for approval.
- Serve as point of contact and provide oversight for activities fees and refunds.
- Provide technical support and consultation for High School front office staff.
- Partner with transportation to schedule and communicate updates.
- Assist with additional duties and special projects as assigned.

Knowledge, Skills and Abilities

- High attention to detail and accuracy in work.
- Assist with time sensitive and confidential situations.
- Demonstrate accountability and effective decision making.
- Ability to establish and maintain effective working relationships.
- Excellent written and verbal communication and customer service skills.
- Strong organizational skills, with ability to demonstrate initiative and prioritize work.

Education and Experience

Associate's Degree preferred and 3 years experience serving in an Activities Department. Experience utilizing Google Suite (docs, sheets, slides, Gmail), Infinite Campus, rSchool Activity Scheduler and Activity Registration, and website administration.

Special Requirements

- Smart Finance training upon hire.
- Infinite Campus training upon hire.
- rSchool Activity Scheduler and Transportation training upon hire.
- TicketSpice training upon hire.
- FMX training upon hire.
- MSHSL reporting.