

ACTIVITY DIRECTOR

Purpose Statement

The job of Activity Director was established for the purpose/s of planning, managing, coordinating, operating and evaluating activity and athletic programs at a school site location; serving as a resource of information regarding activity and athletic programs and as a liaison between key district staff and other parties; and preparing the master schedule for all events within the school.

Essential Functions

- Collaborates with others (e.g. district/school personnel, other district personnel, community organizations, Parks & Recreation department, etc.) for the purpose of implementing and maintaining services and/or programs.
- Compiles data from a variety of sources (e.g. master schedule of activity and athletic events, coaches handbook, fee schedules, intermediate games schedules, etc.) for the purpose of complying with legal and/or administrative requirements.
- Coordinates a wide variety of program components, support needs, services and activities (e.g. all transportation requests, game schedules, team physicians, game security, game officials, teaching and coaching assignments, etc.) for the purpose of delivering athletic services in compliance with established district and NCAA guidelines.
- Facilitates communication between faculty, staff, students and/or outside agencies for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Maintains documents, files and records (e.g. schedules, game contracts, officials contracts, season record archives, budget, requisitions, payrolls, vendor catalogs, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate and expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, policies, budgets, purchase orders, inventory, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, equipment requests, reimbursements, entry fees, etc.) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a variety of information (e.g. equipment, supplies and materials for physical education/athletics programs, current practices/trends, laws, etc.) for the purpose of making recommendations for purchases and/or developing new programs and/or plans.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, community business, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supervises facility changes and modifications for the purpose of carrying out objectives and complying with state, federal, and/or district requirements.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; standardized accounting/bookkeeping principles; and proficiency in software utilization and installation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; and establishing effective relationships.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Approval Date

Salary Grade

Exempt

Administrator