Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**District Athletics/Activities Coordinator**	FLSA Status:	**Non-Exempt**
Job Family:	**Athletics**	Pay Range:	**SS64H**
Prepared/Revised Date:	**May 22, 2023**	Job Code:	**50686**

SUMMARY: Responsible for the efficient management of middle school athletics and activities for the District Athletic Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Create seasonal master schedules for middle school sports and: a. Enter all schedules in SchoolDude master calendar b. Enter all schedules into league scheduler platform c. Submit all schedules to PSD Transportation d. Submit all schedules to officials 'assigner e. Post all schedules on league scheduler site f. Share schedules with ADs/Athletic Assistants through PSD Athletics shared files g. Update all schools and athletic office staff regarding any schedule changes h. Update all parties involved including transportation, officials, and sites i. Track and record standing/results for each sport	D	15%
2. Attend work and arrive in a timely manner.	D	1%
3. Activities Coordinator: a. Facilitate monthly meetings with Middle School/High School Activities Directors b. Communicate district policy/procedure to building Activities Directors to ensure practices align c. Understand/articulate similarities and differences between "school sponsored" and "student initiated" activities d. Communicate operational procedures regarding field trips, fund raisers, etc. for all activities e. Work closely with Risk Management to maintain an up-to-date list of all clubs and activities	W	25%
4. Provide support to middle school Athletic Directors (AD) and Athletic Assistants through site visits, meetings, phone calls, etc. Train athletic assistant how to customize their school/team pages, as needed. Attend al monthly AD meetings. Attend all pre-season coaches' meetings for each sport. Create/update emergency action plans for school sites and for non-school venues.	W	20%
5. Communicate with Outdoor Services regarding football, softball, and track/field schedules. Submit work orders when necessary. Coordinate requests for offsite ballfields, parks, golf courses, tracks, and tennis courts rented from City of Fort Collins, CSU and Town of Wellington. Review rental for accuracy.	W	10%

6. Maintain athletic equipment inventory. Coordinate annual supply purchase for middle schools. Verify cost and quantity of items and sort/distribute to each school. Serve as the primary contact for middle school uniform orderings; work closely with school athletic directors, office manager, coaches, and vendors to provide new or replacement uniforms/equipment.	M	15%
7. Support District Athletic Director to coordinate and facilitate middle school district championship events, including awards, location reservations, officials, transportation, game workers, and tournament directors. Coordinate and prepare special projects/events including coaches of Character Day, Canvas Community Classic and other recognition events with District Athletics department team.	M	5%
8. Update middle school bylaws/constitution yearly.	Q	4%
9. Perform other duties as assigned.	Ongoing	5%
	Total %	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in related field required
- Coaching and school administration experience preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feed				x
Reach with hands and arms				x
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute				x
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	