

Job Description

Position Title	Activities Secretary		
Building	GSL Jr./Sr. High School	Department	Activities Office
Hours	40 per week during the school year	Supervisor	Activities Director
Band and Grade	B-23	Tools and Equipment	Computer, applicable software, calculator, phone, printer, copier, laminator

Primary Function	Under supervision of the Activities Director, performs routine administrative duties such as preparing daily announcements, programming the outdoor sign daily, game programs, rosters, assisting in scheduling school activities, assigning workers for home games/events, e-mailing pay vouchers to all workers, setting up online registrations and reviewing all registration that are submitted, making sure sports physicals are up to date, update the whiteboard by activities office
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Essential Duties	
1	Preparing Fall, Winter and Spring Workers Schedules and finding and assigning workers for all home games. Sending out pay vouchers to each worker – making sure the voucher is returned and turn vouchers in to the DO
2	Collects physicals and record the dates in IC. When registrations open – review each activity registration – make sure each participant has an updated sports physical.
3	Prior to start of seasons – e-mail all coaches for bus leave times for away events. Fill out transportation requests for all away games
4	Prepare and e-mail Game Day Information and Game Welcomes for each Varsity Home Event.
5	Sells tickets at HOME school events. Home football games are mandatory. Collects cash or check fees from students and keeps track of money collected.
6	Supports Activities Director – Answers/replies to incoming calls; assists coaches with schedules, information, and bus transportation. Keep GSL Website up to date with the activities. Add Varsity team pics to website and MSHSL. Prepare rosters. Etc.
7	Accounts payable-receivable – Codes, copies, records all activity expenses; codes activity receipts and records them; submits requests for activity purchases; monitors budget and reports discrepancies; confirms all entry fees that have been received; and confirms all entry fees that have been paid.
8	End of Season Reports: Receive info from coaches, print certificates, attach letter "P", pins, bars. Record data. Prepare WCC academic team certificates after each season. Prepare Academic Letter winners after TRI 2.
9	Senior Awards Banquet – preparing program, certificates for all those involved in an activity grades 9-12. Order plates for custom awards. Must be present at Awards Night.
10	After Section Games – fill out Section Report. During each Season – fill out participation report for Activities Director.

11	Panther Wall Calendar: Send out information to local businesses, receive business ads and payment, compile all the information for the calendar. Distribute calendars when they are finished.
12	Activity Passes: Order passes each year. Record and collect money from passes purchased by the public.
13	Is flexible, accessible, confidential, and willing to accept changes to job description upon request.
14	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of secretarial experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	• Knowledge of office principles and procedures. • Knowledge of business English, punctuation, grammar, and spelling. • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of program procedures and services as related to area of assignment. • Knowledge of how school activity programs are run. • Knowledge of District policies and building rules. • Knowledge of basic office equipment and office procedures.
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Skills Required	• Skill in applying office principles and procedures. • Skill in using computers and related software applications. • Skill in using general office equipment. • Skill in communicating, writing, interpersonal skills as applied to interaction with students, coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction. • Skill in organization and must be extremely flexible and adaptable to changes in day-to-day work scheduled. • Skill in recording, retrieving, and verifying information.
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Physical Activities/ Requirements	Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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